CENTENARY EDITION

PITMAN'S SHORTHAND INSTRUCTOR

PITMAN'S SHORTHAND
Isaac Pitman

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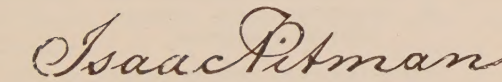
PITMAN'S
SHORTHAND
INSTRUCTOR

A COMPLETE EXPOSITION OF
SIR ISAAC PITMAN'S
SYSTEM OF PHONOGRAPHY



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PREFACE.

THE system of shorthand writing presented in the following pages was invented by Sir Isaac Pitman, who in 1837 published his first treatise on the art. In 1840 the second edition of his work appeared, under the title "Phonography, or Writing by Sound, being also a New and Natural System of Shorthand." In the numerous editions of Phonography published in succeeding years, many improvements were introduced. These were the fruit of long and varied stenographic experiments, and of the valuable criticism and experience of large numbers of expert writers of the system who had applied it to work of every description. No other system of shorthand designed for the English language has been subjected to tests so prolonged, so diverse, and so severe as those which Pitman's Shorthand—as the system is now generally styled—has undergone during the last seventy-six years, with the result that it has been most successfully adapted to the practical requirements of all classes of shorthand writers.

One hundred years have now elapsed since the birth of Sir Isaac Pitman; and in issuing what is thus appropriately designated a Centenary Edition of his system, advantage has been taken of the opportunity to introduce certain improvements in the rules and arrangement, and in the method of presenting the system to the student, which will greatly assist the learner in acquiring the art. The object specially borne in mind in preparing the work has been to render it equally suitable for self-tuition

and for individual or class instruction under a teacher. No effort has been spared to explain and illustrate the rules in the clearest and simplest manner possible.

Although students, as a rule, experience no difficulty in understanding the method here set forth of "writing by sound," it is desirable that they should have, at the beginning of their study, an intelligent grasp of all that is conveyed by that term. Therefore, before the mastery of the first chapter is attempted, the Introduction which follows this Preface should be thoroughly understood.

The advantage of practical ability in the art of shorthand writing is so universally acknowledged in the present day that it is unnecessary to emphasize it. It is obvious, however, that the value of shorthand, whether as a vehicle for private communication or for use in various ways in business or professional life, would be largely diminished if the same system—and that the best—were not employed. This important fact is now generally recognized; and statistics, the testimony of public men, and general observation, concur in demonstrating that the system which Sir Isaac Pitman invented is taught and used as the shorthand *par excellence* for all who speak the English language. Further and very significant evidence to the merits of his system is the fact that it has been adapted to no fewer than twenty foreign languages.

The Publishers take this opportunity of tendering their sincere thanks to the large number of expert writers and teachers of Phonography who have offered valuable suggestions for the improvement of the present edition.

INTRODUCTION.

PHONOGRAPHY, the name originally given to Pitman's Shorthand, has been briefly but accurately defined as "the art of representing spoken sounds by character; a system of shorthand." The first question that will occur to the student will be, what is the fundamental difference between the shorthand characters and the letters in ordinary writing and printing? To answer this question it is necessary to consider the alphabet of the language. It is obvious that the usual or Romanic alphabet of twenty-six letters cannot represent by distinct characters the thirty-six typical sounds of the English language. As a consequence, many of the letters of that alphabet are of necessity used to represent different sounds. It is manifest, therefore, that any system of shorthand founded on the common alphabet would prove a very imperfect and cumbrous instrument for recording spoken utterances with certainty and speed—the chief object of shorthand With such an alphabet either a single sign standing for one of the letters would be required to do duty for several sounds, or more than one character would have to be used to represent a single sound, as is done in ordinary spelling. On the other hand, the three consonants C, Q and X are unnecessary, inasmuch as they represent sounds provided for by other consonants. Two simple illustrations will demonstrate the difference between the ordinary spelling and the phonetic method, which is the distinctive feature of Pitman's Shorthand.

The first illustration deals with consonants, and is concerned with the ordinary spelling of the words

gaol and *gale*, in which the *sounds* of the first consonant are different, although represented in longhand by the same letter. If the common spelling were followed in shorthand, we should have the same shorthand symbols for both words. But the initial sounds in these words are different; in the first the sound is *jay*, in the second *gay;* and for these dissimilar sounds Phonography provides dissimilar shorthand signs. The second illustration deals with vowels, as, for example, in the words *tub* and *tube*. If the shorthand symbols were the equivalents of the letters of the common alphabet (the final *e* of *tube* being omitted because it is not sounded), the stenographer would be obliged to write both words by precisely the same characters, namely, *t-u-b*. Phonography, however, provides for the representation of the different sounds *ŭ* and *ū* heard in the respective words, and these are indicated by different symbols.

The phonetic notation of the system of shorthand developed in the present work has been found, after widely extended use, to possess important practical advantages. By the employment of the phonetic alphabet, which has been termed the "alphabet of nature," spoken language can be recorded with one-sixth of the trouble and time that longhand requires, by those who use Pitman's Shorthand simply as a substitute for the ordinary longhand writing. With the adoption of the systematized methods of abbreviation developed in the more advanced stages, this method of shorthand can be written legibly with the speed of the most rapid distinct articulation, and it may be read with the certainty and ease of ordinary longhand writing.

An explanation on one point, however, is desirable. In the study and use of Phonography, it should be

distinctly borne in mind that although the system is phonetic it is not designed to represent or record minute shades of pronunciation. The Pitmanic alphabet, in the words of Max-Müller, "comprehends the thirty-six broad typical sounds of the English language and assigns to each a definite sign." It does not seek to mark, for example, the thirty or more variations of sound which have been found to exist in the utterance of the twelve simple vowels. The pronunciation of the vowels, as Max-Müller has shown, varies greatly in different localities and in the various countries of the world in which the English language is spoken, and in which Phonography is taught and used. The standard of pronunciation, as exhibited in printed shorthand, cannot, therefore, be expected to coincide minutely with the pronunciation of English in all parts. Experience has abundantly proved that the representation of the broad typical sounds of English as provided for in Pitman's Shorthand is ample for all stenographic purposes.

The pronunciation adopted in Pitman's Shorthand Text-books is based on that given in *A New English Dictionary*, edited by Sir James A. H. Murray, LL.D.

The presence of *r* has a modifying effect upon a preceding vowel. The student's attention is, therefore, directed to the following observations with regard to the consonant *r*, to certain vowels when preceding *r*, and to a class of vowels which may be described as more or less obscure.

(*a*) With the exception of a few proper names, as *Worcester*, wherever the consonant *r* occurs in a word, in Pitman's Shorthand it must be *represented as a consonant.*

(*b*) In such words as *bar, far, mar, tar, jar,* the vowel-sign for *ah* is to be used; but in such words as *barrow, Farrow, marry, tarry* and *Jarrow,* the first vowel-sound is to be represented by the vowel-sign for *ă.*

(*c*) In such words as *four, fore, roar, lore, yore, shore, door, pour, core, gore, tore, sore,* the vowel-sign for *ō* is to be used.

(*d*) In such words as *torch, morn, fork,* the vowel-sign for *ŏ* is to be used.

(*e*) In such words as *air, fair, lair, bare,* the vowel-sign for *ā* is to be used.

(*f*) In such pairs of words as *fir, fur; earth, worth; per, purr; Percy, pursy;* the vowel-sound in the first word of the pairs is to be represented by the vowel-sign for *ĕ;* the vowel-sound in the second word of the pairs is to be represented by the vowel-sign for *ŭ.*

(*g*) In words like *custody, custom, baron, felony, colour, factory,* the second vowel-sound is represented by the vowel-sign for *ŭ.*

(*h*) In words like *village, cottage, breakage,* the second vowel-sound is represented by the vowel-sign for *ĕ.*

(*i*) In words like *suppose,* the second vowel-sound is represented by the vowel-sign for *ō;* but in words like *supposition, disposition,* the second vowel-sound is represented by the vowel-sign for *ŭ.*

With the accurate employment of the phonographic signs, there need be no uncertainty as to what those employed for a particular word are intended to represent, and, as Max-Müller has testified, "English can be written rationally and read easily" with the Pitmanic alphabet. To use Phonography successfully, the rules of the system must be mastered and applied. By the employment of the various abbreviating devices, the most important benefit to be derived from shorthand will be attained, namely, the maximum of speed combined with legibility.

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PITMAN'S SHORTHAND

(PHONOGRAPHY).

CHAPTER I.

DIRECTIONS TO THE STUDENT.

1. The system of shorthand set forth in the following pages received the name of Phonography (a term derived from two Greek words meaning "sound writing") because it affords the means of recording the sounds of spoken language. From the outset, therefore, the student should remember that he is learning to write by SOUND, *i.e.*, to write words as they are pronounced; that each simple character represents one definite sound and no other; and that the ordinary spelling—with its many irregularities and inconsistencies—as exhibited in printing and in longhand writing, is not to be followed or imitated.

2. When the student has mastered the value of the phonographic signs, he should use those which represent the equivalent sounds in forming the characters for the words he desires to write. For example, if he wishes to write in Phonography the word *knee* (spelt with four letters, though made up of only two sounds), he uses but two phonographic signs, namely, that for the consonant *n* and that for the vowel *ē*. To spell in this fashion, a mental analysis of the sounds of words must be made, but the ability to do this is very easily acquired, and is soon exercised without conscious effort.

3. For working the exercises and for ordinary phonographic writing, a pen and ruled paper should be used. Speaking generally, it is not so easy to

acquire a neat style of writing by the use of a pencil as it is by the use of a pen. No doubt, the pencil is frequently employed; in some cases, indeed, it may be found impossible to use a pen for note-taking. The student would do well, therefore, to accustom himself to write either with a pen or a pencil in the more advanced stages of his progress, though for writing the exercises given in this book the pen only should be used.

4. The pen should be held lightly, and in such a manner as to permit of the shorthand characters being easily written. The wrist must not be allowed to rest upon the note-book or desk. In order to secure the greatest freedom of movement, the middle of the fore-arm should rest on the edge of the desk. The writer should sit in front of his work, and should have the paper or note-book parallel with the edge of the desk or table. For shorthand writing, the nib employed should not be too stiff, but should have a sufficiently fine and flexible point to enable the thick and thin characters of Phonography to be written so as clearly to distinguish the one from the other. Paper with a fairly smooth surface is absolutely essential.

5. At the outset the student should not attempt to write rapidly. Before he endeavours to write quickly, it is of the utmost importance that he should train his hand to form, accurately and neatly, all the signs employed in the system.

6. The student should thoroughly master the explanations and rules which precede the respective exercises, and write out several times the illustrative words appearing in the text, afterwards working the exercises. As the secret of success in shorthand is PRACTICE, it is advisable that the various exercises should be written and re-written until they can be

done with perfect freedom and accuracy. The perusal of progressive reading lessons in printed shorthand will also be found helpful to the student in forming a correct style of writing; and the practice of copying the characters, at first with careful accuracy, afterwards with gradually accelerated speed, will materially assist him in forming a neat style of phonographic handwriting.

7. The system is fully explained in the following pages, and can be acquired from the instruction books alone by anyone who is prepared to devote ordinary perseverance and application to the study. With the assistance of a teacher, however, more rapid and satisfactory advance will be made in the mastery of the art. Should any difficulty be experienced in finding a teacher, the publishers will be pleased to furnish any student with the names and addresses of the nearest teachers of Pitman's Shorthand. It should be pointed out that satisfactory progress in acquiring the art of shorthand will only be made if a certain portion of time is regularly devoted to the study EVERY DAY; or, in the case of school or class instruction, by a thorough and punctual performance of the allotted portions of work forming the course. Study at irregular intervals of time is of little value; but an hour, or a longer period, devoted daily to the task will give the student a knowledge of the system in a comparatively short time, and constant and careful practice will bring speed and dexterity.

Divisions.	Character.	Name	Letter.	As sounded in
Explodents.		pee	P	**p**ost ro**p**e
		bee	B	**b**oast ro**b**e
		tee	T	**t**ip fa**t**e
		dee	D	**d**ip fa**d**e
		chay	CH	**ch**est e**tch**
		jay	J	**j**est e**dg**e
		kay	K	**c**ane lee**k**
		gay	G	**g**ain leag**u**e
Continuants.		ef	F	**f**at sa**f**e
		vee	V	**v**at sa**v**e
		ith	*TH*	**th**igh wrea**th**
		thee	TH	**th**y wrea**th**e
		ess	S	**s**eal ba**s**e
		zee	Z	**z**eal bai**z**e
		ish	SH	**sh**e da**sh**
		zhee	ZH	trea**s**ure vi**s**ion
Nasals.		em	M	**m**et see**m**
		en	N	**n**et see**n**
		ing	NG	kingly lo**ng**
Liquids.	up	el	L	**l**ight ti**l**e
	up down	ar, ray	R	**r**ight ti**r**e
Coalescents.	up	way	W	**w**et a**w**ay
	up	yay	Y	**y**et a**y**ah
Aspirate	up down	hay	H	**h**igh ad**h**ere

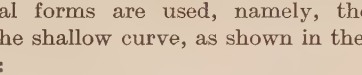
THE ALPHABET.

8. The simple or elemental sounds of which all the words of our language are composed are naturally divisible, according to the manner in which they are produced, into two main groups—consonants and vowels.

THE CONSONANTS.

9. "Consonants are the result of audible friction or stopping of the breath in some part of the mouth or throat" (Prof. Sweet).

For the representation of all the consonant sounds, (except *w*, *y*, and the aspirate *h*), the simplest geometrical forms are used, namely, the straight line and the shallow curve, as shown in the following diagrams:



10. The order of the arrangement of each group of consonants, as exhibited in the Table on the preceding page, follows the order of the oral movements from the lips inwards in the utterance of their respective sounds. The first pair of consonants, *p*, *b*, are pronounced between the lips, and the next seven pairs at the several barriers further back in the mouth, in the succession indicated in the phonographic alphabet.

11. The first eight consonants, represented by a straight stroke, are called "explodents," because, in pronouncing them, the outgoing breath is forced in a sudden gust through barriers previously closed.

12. The next eight, represented by an upright or a sloping curve, are called "continuants," because in uttering these the outgoing breath, instead of being

expelled suddenly, is allowed to escape in a continuous stream through similar barriers partially open.

13. The "nasals," represented by a horizontal curve, are produced by closing the successive barriers in the mouth against the outgoing air-stream, so that it has to escape through the nose.

14. The "liquids" flow into union with other consonants, and thus make double consonants, as in the words *cliff*, *dry*, where the *l* or *r* blends with the preceding consonant.

15. The "coalescents" precede vowels and coalesce or unite with them.

16. The "aspirate" is a breathing upon a following vowel. Thus by a breathing upon the vowel *a* in the word *at*, the word is changed into *hat*.

17. The first sixteen consonants form pairs; thus, *p* and *b*; *t* and *d*; *ch* and *j*; *k* and *g*; *f* and *v*; *th* and th; *s* and *z*; *sh* and *zh*. The articulations in these pairs are the same, but the sound is light in the first consonant of each pair and heavy in the second. The consonants of each pair are represented by the same stroke, but for the second consonant this is written *thick* instead of *thin;* as *p*, *b*, *t*, *d*, *f*, *v*, etc. We have, therefore, a *light sign* for the *light sound*, and a *heavy sign* for the *heavy sound*. In this, as in the fact that each pair of consonants is represented by kindred signs, a natural relation is preserved between the *spoken* sound and the *written* sign. Throughout this book whatever relates to the light strokes applies also to the corresponding heavy strokes unless the contrary is stated.

18. The consonants should be written about one-sixth of an inch long, as in these pages. It is of the utmost importance that from the outset the

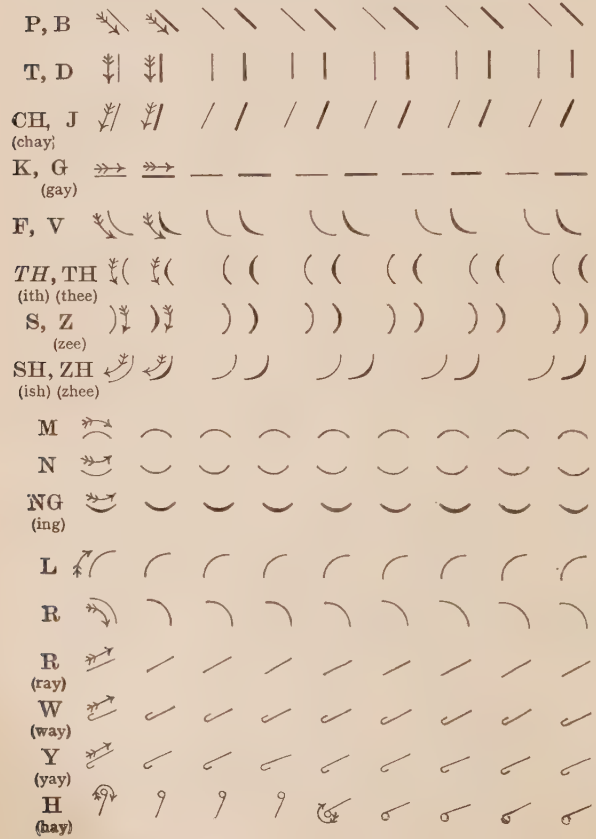
student should learn to form the whole of the strokes uniformly as to length. Whatever size be adopted, all the strokes should be made equal in length. Later there will be introduced a principle for writing strokes half the normal length, and later still another for the making of strokes double the normal length. It is thus imperative that the student should obtain a fixed and strictly uniform length from the start. Care should be taken to form the curved thick letters, when standing alone, thus ⌒ *v*,) *z*. If made heavy throughout they look clumsy: they should be thick in the middle only, and should taper off at each end, except when a joining such as ⌒ *v g* or ⌒ *b ng* is made. Thick strokes are never written upward.

19. As an aid to remembering the strokes for *th* and *s*, the student should note that) *s* is the curve on the right side of ◌ The consonants *l* and *r* form the *l*eft and *r*ight sides of an arch ⌒

20. Until the student is perfectly familiar with the names of the consonants and the characters representing them, he should, in writing out the exercises, name aloud each shorthand stroke as he writes it. The strokes must always be called by their phonetic names: thus, "ch" is to be named *chay*; "g" *gay*; "ng" *ing*. The reason for this is that each phonetic character has a fixed value, and, therefore, requires to be called by a name which indicates the sound that it invariably represents.

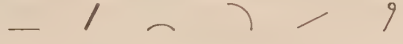
Exercise 1.

(To be written by the student. The arrow ➙ shows the direction in which the stroke is to be written. The curves m, n *and* ng *and the straight strokes* k *and* g *are written on the line.)*



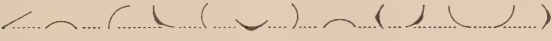
21. The strokes / *chay* and ⟋ *ray* are somewhat similar. They are, however, different in slope and in the direction in which they are written. It is scarcely possible, moreover, to mistake one for the other, inasmuch as *chay* is always written DOWN at an angle of 30° from the perpendicular, and *ray* is always written UP at an angle of 30° from the horizontal; thus *chay*, *ray*.

22. If the pupil cannot, at the first trial, produce a fair copy of the signs in Exercise 1, he should write them several times, and vary the practice by writing the strokes in irregular order; thus,



Exercise 2.

First copy and name aloud a complete line of the shorthand characters, and then write the longhand letters on the line immediately below.

1.
   p b t d ch j k g w y h h r
2.
3.
4. 
5.
6.
7.
8.

Exercise 3.

First copy a line of the longhand letters, and then write the shorthand characters, naming them aloud, on the line immediately below. The character (named "ith," is represented by "th"; and (named "thee," by "th."

1. d, h (up), h (down), y, w, r (up), r (down), l, ng, n, m.
2. zh, sh, z, s, th, *th*, v, f, g, k, j, ch, d, t, b, p, y, r (down).
3. ng, m, s, *th*, g, d, h (up), w, l, r (up), ch, b, g, l, w, f.
4. th, r (down), *th*, v, m, ch, g, y, j, t, b, s, d, zh, sh, p, n, v.

Exercise 4.

Write the shorthand sign, after saying the word aloud, for the **first sound heard** *in each of the following words :—*

1. Balm, choke, chemist, guinea, gem, get.
2. Fame, physic, catch, shock, morn, knob.
3. Voice, wed, loud, zeal, yore, torn, those.
4. Thigh, page, deal, sale, shore, load, wrong.
5. Palm, Gaul, George, gorge, gaol, goal.
6. Showed, James, Geoffrey, knock, phlegm.
7. Came, kale, jay, gay, through, tough.

Write the shorthand sign for the **last sound heard** *in each of the following :—*

8. Gazette, move, arch, thumb, lamb, gash, ridge.
9. Liege, league, lathe, wrath, touch, monarch.
10. Life, live, rope, code, rogue, loose, lose, ring.
11. Pop, Pope, lodge, log, vogue, voyage.
12. Wreath, wreathe, fife, five, beach, beak.
13. Fate, fade, rage, rug, George, gorge.
14. Lace, lays, solemn, post, pale, rail.

Summary.

1. Pitman's Shorthand is phonetic, words being written according to their sound.
2. The strokes are twenty-six in number, and each stroke has a distinct name and value.
3. To represent the consonants there are mainly two elements, a straight stroke and a shallow curve.
4. The strokes (straight and curved) are thin and thick for the representation of pairs of similar sounds.
5. Thin strokes are written sometimes upward, sometimes downward ; thick strokes are never written upward.
6. Strokes must be of a uniform length, about one-sixth of an inch.
7. Strokes are written by one impression, and the thick curves taper at each end.
8. The stroke representing *chay* is written downward ; the stroke representing *ray* is written upward.

CHAPTER II.

LONG VOWELS.

23. "If the mouth-passage is left so open as not to cause audible friction, and voiced breath is sent through it, we have a vowel." (Prof. Sweet.)

24. There are six simple long vowel-sounds in the English language, namely :—

ah, *ā*, *ē* ; *aw*, *ō*, *ōō* ;
as heard in the words
b*ah* ! *a*le, *ea*ch ; *a*ll, *oa*k, *oo*ze.

They should be pronounced as single sounds ; thus, *ah* as in the exclamations *ah !* *bah !* *ā* as in *ale ;* *ē* as in *each ;* *aw* as in *all ;* *ō* as in *oak ;* *ōō* as in *ooze.* They may be remembered by repeating the following sentence :—

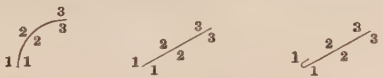
P*a* m*ay* w*e* *a*ll go t*oo*.
ah, *ā*, *ē*, *aw*, *ō*, *ōō*.

25. The first three sounds are represented by a heavy dot (.); the second three sounds by a heavy dash (-). In the following diagram the dot and dash representing the long vowels are numbered 1, 2, and 3 ; thus,

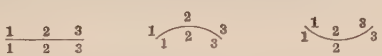
	Sound		*Sign*		*Sound*		*Sign*
		as in				as in	
1.	*ah*	p*a*	⁝	1.	*aw*	*a*ll	⊤
2.	*ā*	m*ay*	·:·	2.	*ō*	g*o*	-⊦-
3.	*ē*	w*e*	⁘	3.	*ōō*	t*oo*	⊥

26. There are three distinct places close to each stroke where a vowel-sign may be placed, namely, at the beginning, the middle, and the end. The vowels are accordingly called *first-place*, *second-place* and *third-place* vowels respectively. The places are counted from the point where the stroke begins. In the case of downstrokes, therefore, the vowel-places are counted from the top downwards; thus,

In the case of upstrokes, the vowel-places are counted from the bottom upwards; thus,



In the case of horizontal strokes, the vowel-places are counted from left to right; thus,



27. The vowel-signs are put in the places which correspond with their numbers; thus,

Aar[1], *air*[2], *ear*[3], *awes*[1], *owes*[2], *ooze*[3].

tah[1], *Tay*[2], *tea*[3], *taw*[1], *toe*[2], *too*[3].

lah[1], *lay*[2], *lee*[3], *law*[1], *low*[2], *loo*[3].

ma[1], *may*[2], *me*[3], *maw*[1], *mow*[2], *moo*[3].

28. The vowel-sign must be written at a little distance from the stroke. If allowed to touch (except in a few cases which will be mentioned later),

mistakes might arise. A dash vowel-sign may be written at any angle that is distinct, the right angle being generally most convenient; thus, ...|_ or ...|_ *two*; ..._ or ..._ *foe*; ..|_ or ..|_ *Joe*.

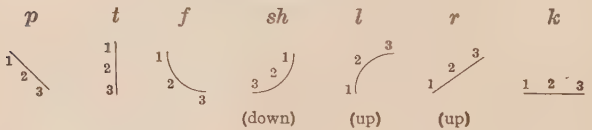
29. (*a*) When a vowel-sign is placed on the left-hand side of a perpendicular or sloping stroke it is read *before* the stroke, as ...·\ *ape*, ..·|... *eight*, ..·/... *age*.

(*b*) When a vowel-sign is placed on the right-hand side of a perpendicular or sloping stroke it is read *after* the stroke, as ...\·... *pay*, ..|·... *jay*, ..·/... *ray*.

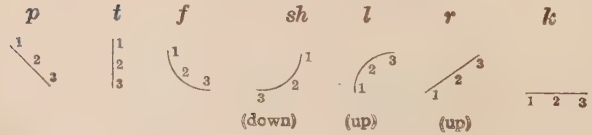
30. (*a*) When a vowel-sign is placed above a horizontal stroke it is read *before* the stroke, as ...·_ *ache*, ..._ *eke*, ..|_ *own* (*b*) When a vowel-sign is placed below a horizontal stroke it is read *after* the stroke, as ..._·... *Kay*, ..._·... *key*, ..._|... *no*.

31. The following diagrams further illustrate the places of the vowels, as explained in paragraphs 26-30:

A VOWEL BEFORE A CONSONANT.



A VOWEL AFTER A CONSONANT.

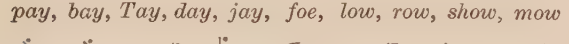


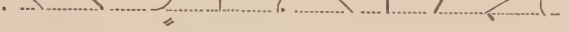
Exercise 5.

Write the shorthand word (the stroke should be written first, and then the vowel-sign) as in line 1, *and as each outline is formed place the longhand for the word underneath the shorthand-sign. Proper names are indicated by two short lines underneath, or close to, the outline.*

1.

pay, bay, Tay, day, jay, foe, low, row, show, mow

2. 

3. 

4.

5.

6.

Exercise 6.

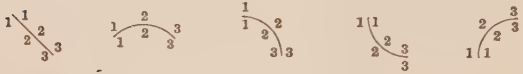
Write the shorthand outline under the longhand.

1. Paw, caw, thaw, gnaw, law, jaw.
2. Auk, awn, awl, eve, ode, age, Ouse.
3. Neigh, fee, lea, toe, dough, show, yew.
4. Knee, doe, ape, ace, sew, foe, Kay.
5. (*Downward r in these words*) air, ear, oar, Ayr, ore, heir, ere.
6. (*Upward r in these words*) ray, raw, rue, re, roe, Wray, row.
7. (*Downward h in these words*) ha, hay, haw, hoe, ho, hey.
8. Quay, key, low, Lowe, Co., Coe, weigh, way.

Summary.

1. There are six long vowels, expressed by a heavy dot and dash, and written to each stroke in three places, which are called *first*, *second* and *third-places* respectively, as shown in the following table and diagrams :—

1st	2nd	3rd	1st	2nd	3rd
ah	*ā*	*ē*	*aw*	*ō*	*ōō*
Heavy Dot			Heavy Dash		



2. Vowel-signs are read as in reading longhand : (*a*) To downstrokes and upstrokes from left to right ; (*b*) To horizontal strokes from top to bottom, as shown in the following diagrams :—

3. In writing a word, the stroke is formed first and then the vowel-sign.
4. Vowel-signs must be written a little distance from the stroke. A dash vowel-sign is written at any convenient angle, the right angle being generally preferred.

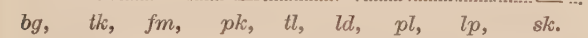
CHAPTER III.

JOINED STROKES.

32. Strokes when joined must be written without lifting the pen from the paper, the beginning of a following stroke joining the end of a preceding stroke; thus,

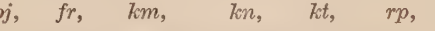
bg, tk, fm, pk, tl, ld, pl, lp, sk.

33. With the exception of *sh* and *l*, strokes when joined are written in the same direction as when standing alone, downstrokes downward, horizontal strokes from left to right, and upstrokes upward; thus,

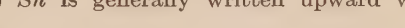


bt, bj, fr, km, kn, kt, rp, wn.

34. (*a*) *Sh* is generally written upward when it precedes



or (up); thus,



sh f, sh v, sh th, sh th, *sh l.*

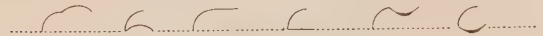
(*b*) *Sh* is generally written upward when it follows

or (down); thus,

f sh, v sh, d sh, fl sh.

In most other cases *sh* is written downward.

(*c*) The following are examples of the upward and downward use of *L*, the rules for which will be explained later.

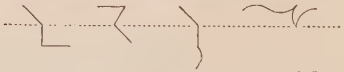


lm, lm, lk, lk, l ng, l ng,

fl, fl, yl, yl, nl.

35. In a combination of strokes the first descending or ascending stroke rests on the line ; thus,

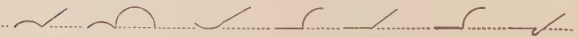
tn bng, t ch, ch t, kt, mt, nb, mr,



ptk, k ch p, pts, m n th l.

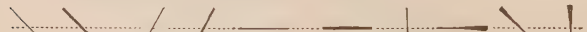
rch, rd, rp, lp, rv, wk, yr, hf,

ylp, rmn, rlv, k ng, ng k.



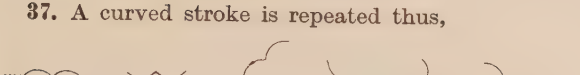
mr, mlr, nr, kl, kr, gl, kw.

36 When a straight stroke is repeated there must be no break at the junction ; thus,



pp, bb, ch ch, jj, kk, gg, td, kg, bp, dt.

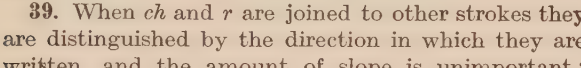
37. A curved stroke is repeated thus,



mm, *nn*, *ll*, *ff*, *ss*, *rr*.

38. As already pointed out, *chay* is always a downstroke, and *ray* always an upstroke ; moreover, when *ch* or *r* stands alone, *ch* slopes from the perpendicular, and *r* slopes from the horizontal ; thus, / *ch*, ⟋ *r*. The strokes naturally take these slopes when struck downward and upward respectively.

39. When *ch* and *r* are joined to other strokes they are distinguished by the direction in which they are written, and the amount of slope is unimportant ; thus,



pch, *pr*, *cht*, *rt*, *chn*, *rn*, *mch*, *mr*, *chr*, *rch*.

Exercise 7.

Write the joined signs for the consonant-sounds only as heard in the following words :—

1. Make, came, bake, cob, take, Katie, cage, Jake.
2. Web, by-way, daub, body, numb, thumb, calm, gum, gem.
3. Photo, toffee, death, thud, tissue, suet, see-saw, saucy.
4. Name, manna, tiny, knotty, bonny, knob, mighty, time.

(*The following words contain* chay *or* ray, *or both.*)

5. Cherry, rich, marry, match, catch, carry, pitch, perry.
6. Jury, ridge, chatty, rat, china, rainy, fetch, ferry.

Summary.

1. Strokes are joined without lifting the pen.
2. With the exception of *sh* and *l* all strokes when joined are written in the same direction as when standing alone.
3. *Sh* is generally written upward (*a*) when it precedes *f*, *v*, *th*, TH, or *l* (up); and (*b*) when it follows *f*, *v*, *d* or *l* (down).
4. In a combination of strokes the first descending or ascending stroke rests on the line.
5. When a straight stroke is repeated there must be no break at the junction.
6. *Chay* and *ray* when joined are distinguished by the direction of the stroke and not by the slope.

CHAPTER IV.

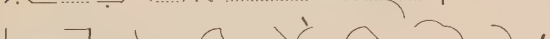
LONG VOWELS BETWEEN STROKES.

40. FIRST and SECOND-PLACE vowel-signs when occurring between two strokes are written *after the first stroke;* thus, *gate,* *talk.* THIRD-PLACE vowel-signs are written *before the second stroke* at the end, because the vowel-sign is more conveniently written in that position; thus, *team,* *reach,* *rude.* The vowel-sign is still in the third-place, as indicated in the following diagram:—

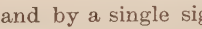
LONG VOWEL — PLACES.

41. The succeeding Exercises when in shorthand are to be copied for practice and transcribed into longhand; when in ordinary print they are to be written in shorthand.

Exercise 8.

1. 
2.
3.
4.
5.
6.
7.

GRAMMALOGUES.

42. Frequently occurring words are expressed in shorthand by a single sign, as for . *be.* These words are called *grammalogues* or letter-words, and the shorthand characters that represent them are called *logograms*, or word-letters. At the head of the following Exercises some logograms are given which must be committed to memory. These characters are written *above, on,* or *through* the line, as 

In the following Exercises (until the rules on the subject are reached), the student is directed by a small capital letter when to write the letters L, R, *and* H *downward.*

The full stop is represented by a small cross . *thus* ×

Exercise 9.

a or *an,* *the;* *all,* *two, too;*

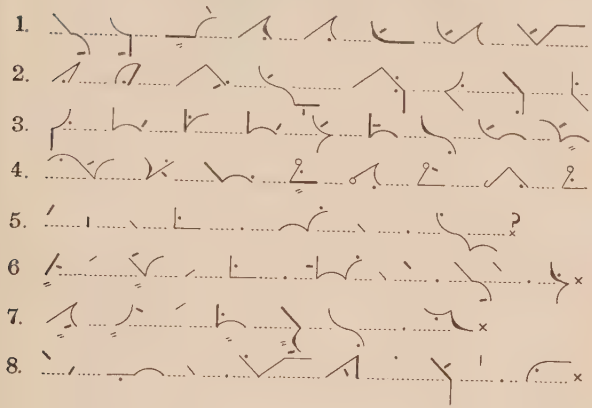
of, *to;* *owe,* *he.*

Grammalogues are printed in italic.

1. CaR, laRk, mark, charge, bought, gall, Gaul, tall.
2. Maim, baRe, lathe, paid, rode, road, lode, load.
3. KneeL, zeal, deal, peel, move, booR, tooth, Ruth.
4. Polo, retail, retake, reindeeR, rainfaLL, female.
5. *An* age *of* ease wrought *the* faLL *of* Rome.
6. *He* rode *the* maRe *to the* faiR.
7. Paul Booth paid *all he* owed.
8. Row *the* boat *to the* shoRe *of the* lake.
9. FouR *of the* eight *owe the* change *to* Paul Beale.
10. *Two of the* team feeL *too* pooR *to* shaRe *the* faRe *to* Leith.

Exercise 10.

awe, ought, aught, who; and (up), *should* (up); *on, but.*



Exercise 11.

1. Gear, veal, gore, theme, lore, ream, leaf, laugh.
2. Pole, coal, shawl, roll, shoal, rule, wooed, woad.
3. Toad, reed, parch, barb, larch, wade, tare, march.
4. Vote, hoop, lobe, loom, wage, mope, loaf, gale.
5. *All who* retail *the* ware *ought to* show *a* fair rate *of* pay.
6. *He should* show *the* fair dame *the* road *to the* shore.
7. Poor Joe Beech *ought to* leave *the* toll gate.
8. *Should* Paul Cope forego *all* hope *of* pay?
9. *Two and two* make four, *but the* fool *and the* knave fail *to* heed *the* rule.

Summary.

1. FIRST-PLACE and SECOND-PLACE vowel-signs when occurring between two strokes are written after the first stroke; THIRD-PLACE vowel-signs are written before the second stroke.
2. A *grammalogue* is a *word* represented by a single sign. The *sign* for a grammalogue is called a *logogram*.
3. The full stop is indicated by a small cross.

CHAPTER V.

SHORT VOWELS.

43. There are six short vowel-sounds in the English language, namely :—

ă, ĕ, ĭ ; ŏ, ŭ, o͝o ;

as heard in the words

păck, pĕck, pĭck ; lŏck, lŭck, lo͝ok.

The order of the short vowels may be remembered by repeating the sentence :—

That pen is not much good.
ă, ĕ, ĭ, ŏ, ŭ, o͝o

44. The first three short vowels are represented by a light dot (.) ; the second three by a light dash (–). The places for the short vowel-signs are the same as for the long vowel-signs ; thus,

	Sound		*Sign*
		as in	
1.	*ă*	that	⋮
2.	*ĕ*	pen	⋮
3.	*ĭ*	is	⋮

	Sound		*Sign*
		as in	
1.	*ŏ*	not	–
2.	*ŭ*	much	–
3.	*o͝o*	good	–

45. The student will find the exact value of the short vowels by pronouncing them in conjunction with a following consonant. In order to gain familiarity with them, he should write the signs before different strokes, and pronounce the combination. As a result

of this practice, many common words will be made, of which the following are examples :—

at, *ash*, *add*, *am*, *Ann*, *ass*.

ebb, *etch*, *egg*, *edge*, *ell*, *err*.

it, *itch*, *if*, *odd*, *or*, *up*.

SHORT VOWELS BETWEEN TWO STROKES.

46. The short vowel-signs are written in the same places as their corresponding long vowel-signs ; thus,

pack, *peck*, *pick* ;

lock, *luck*, *look*.

47. (*a*) *T* before *ch* and *d* before *j* are silent, as in the following examples :—

catch, *lodge*, *watch*, *dodge*.

(*b*) *N* immediately preceding *k* or *g* is almost always pronounced as *ng* ; as,

pink, *chunk*, *Congo*.

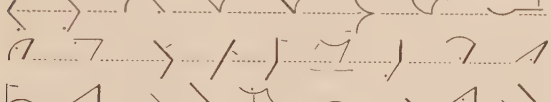
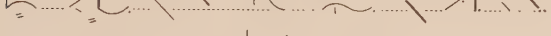
48. Learners sometimes confuse the short vowel *ŭ* with the short vowel *o͝o* ; and the short vowel *o͝o* with the long vowel *o͞o*. The following examples illustrate the difference between these pairs of sounds :—

luck, *look* ; *dull*, *pull* ;

full, *fool* ; *look*, *Luke*.

Exercise 12.

happy, *up*, *put*; *buy*, *by*, *bye*, *be*, *to be*; *at*, *it*, *out*.

1.
2.
3.
4.
5. 
6. 
7.
8.
9.

Exercise 13.

had, *do*, *different-ce*; *much*, *which*, *each*.

1. Batch, latch, lad, lamb, knock, gong, lodge, log.
2. Peck, ledge, leg, lung, lunge, thumb, month.
3. Chill, rill, pill, kill, pull, pulley, rook, book.
4. Galley, jelly, money, monkey, wink, many.
5. Daisy *and* Tom *had each to* read *a different* theme.
6. Tom took *an* essay *on* Canada, *but* Daisy read *a* fairy tale *which* she bought *at* Reading.
7. *Each* day *the* farm lad led *the* pony along *the* bank *of the* Mersey *to the* deep pool.
8. Both *had to do much to* move *the* heavy wood.

Summary.

1. There are six short vowels which are represented by a light dot and a light dash.
2. These signs take three places for the dot and three places for the dash, as shown in the following table :—

1st	2nd	3rd	1st	2nd	3rd
ă	*ĕ*	*ĭ*	*ŏ*	*ŭ*	*ŏŏ*
Light Dot			Light Dash		

3. The signs are read before, after, and between strokes as in the case of the long vowels.
4. *T* before *ch* and *d* before *j* are silent letters.
5. *N* followed by *k* or *g* has generally the sound of *ng*.

CHAPTER VI.

DIPHTHONGS.

49. "A diphthong is a union of two vowel sounds in one syllable." (Prof. Skeat.)

50. There are four common diphthongs, namely :—

I as heard in *ice*, *vie*, *high*, *wry*.
OI „ „ „ *boy*, *oil*.
OW „ „ „ *vow*, *bough*, *out*.
U „ „ „ *feud*, *due*, *dew*, *fury*.

They are represented as follows :—

I **OI** **OW** **U**

51. The signs for *ī* and *oi* are written in the first place ; the signs for *ow* and *ū* are written in the third place ; thus, *tie*, *time* ; *toy*, *toil* ; *cow*, *cowed* ; *duty*, *mule*.

52. The sign for *ī* is attached initially to a downstroke, as *item*, *ivy*, *ice*, *ire*.

53. The signs for *ow* and *oi* are joined initially to upward *l*, as *owl*, *oil*. The diphthong *ī* is attached initially to upward *l* ; thus, *isle*. The sign for the long vowel *aw* is also joined initially to upward *l*, as in *awl*.

54. The signs for *ow* and *ū* are joined finally to a downstroke, as *bough*, *vow*, *pew*, *due*, *Matthew*, *Sue*. After the horizontals *k*, *g*,

m, *n*, and upward *l*, the sign for *ū* is joined and written thus, *cue*, *argue*, *mew*, *new*, *value*; after *n* the signs for *ow* and *ī* are joined and written thus, *now*, *nigh*. These diphthong-signs must not be joined medially; *fury*, *cowed* illustrate the method of vocalization in such words.

55. Learners sometimes confuse the diphthong *ī* with the short vowel *ĭ*; also *ū* with the short vowel *ŭ*, and *ow* with the long vowel *oh*. The following pairs of words illustrate the contrast between diphthongs and vowels:—

 bite, *bit*; *right*, *writ*; *tube*, *tub*; *fusee*, *fussy*; *rout*, *wrote*; *sow* (noun), *sow* (verb).

56. In compound words the vocalization is generally retained as in the separate words; thus, *ear-ache*.

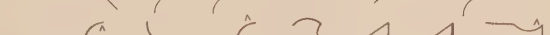
57. A small upward or downward tick attached to the signs , , , , may represent any short vowel immediately following the diphthong; thus, *diary*, *loyal*, *vowel*, *newer*, *annual*, *annuity*, *riot*, *ingenuous*.

These signs are called *triphones* because they represent three vowels in one sign.

58. When a diphthong and a long vowel occur between two strokes the sign for each should, if convenient, be placed against the stroke to which it naturally belongs; thus, *hyena*.

Exercise 14.

I, eye ; how ; why ; beyond, you ; large ; can, come ; go, ago, give-n.

1. 
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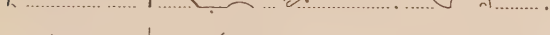
7. 
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Exercise 15.

1. Bye, vie, sigh, shy, fiRe, like, ripe, hide, lithe.
2. Boil, boileR, toyed, enjoy, coinage, decoy, Doyle.
3. Rout, couch, lounge, cowed, vouch, loud, gouge.
4. Duty, rebuke, dupe, duly, wide, widely.
5. *Can you give the* date *of the* mutiny *at the* NoRe ?
6. *He* wrote *an* ode *on the* birthday *of the* King.
7. *How can the* thief hope *to* get *beyond the* reach *of the* law ?
8. *Much can be given to* charity *by the* rich.
9. *Come* aLong *the* path *by the* right bank *and* enjoy *the* beauty *of the* Wye valley.

Exercise 16.

half, *if*; *have*; *thank-ed*,
think, *youth*; *though*, *they*, *them*.

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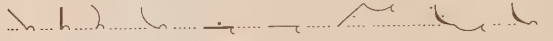
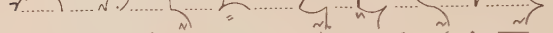
5. 

6. 
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Summary.

1. There are four common diphthongs *ī*, *oi*, *ow*, *ū*.
2. The following are attached *initially* :—
   ī to a downstroke; *ī*, *oi*, *ow*, and *aw* to upward *l*.
3. The following are attached *finally* :—
   ū to a downstroke and horizontals, and to upward *l*; *ow* to a downstroke and stroke *n*; *ī* to stroke *n*.
4. In compound words the vocalization of the separate words is generally retained.
5. A small tick attached to the diphthong-signs may represent any *short* vowel following the diphthong. These compound signs are called *triphones*.

CHAPTER VII.

PHRASEOGRAPHY.

59. It is a common practice in rapid longhand writing to write several words without lifting the pen from the paper. Such a course is also adopted in shorthand writing. For example, *I* and *have* may be joined; thus ; *you* and *can* may be joined; thus The practice of joining word-outlines is called *Phraseography*, and the resulting outline is called a *Phraseogram*.

60. The following points must be carefully noted:—

(*a*) Awkward joinings must be avoided.

(*b*) The first word-form of a phraseogram (generally a logogram) must occupy the position in which it would be written if it stood alone. Thus, the phrase *How can they* would be represented by the outline , commencing *on* the line, because the logogram for *how*, if it stood alone, would be written on the line. Similarly, *I have* commences *above* the line, because the logogram for *I*, standing alone, would be written above the line.

(*c*) A first-position logogram (that is, one above the line) may be slightly raised or lowered, however, to permit of a following word-form being written *above, on* or *through* the line; as, *I thank you*, (and using the logogram *with*), *with much*, *with which*, *with each*.

(*d*) When joined to *k*, *m*, *l* (up), the sign may be shortened; thus, *I can*, *I am*, *I will*.

Exercise 17.

Grammalogues.

with, *when*; *what*, *would*; *saw*, *so*, *us*, *see*, *sea*.

Phraseograms.

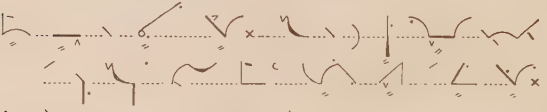
I have, *I have had*, *I will*, *I will be*.

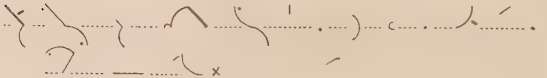
I am, *I may*, *I thank you*,

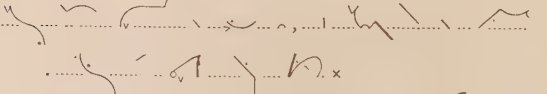
I think you should be, *you will*, *you will be*,

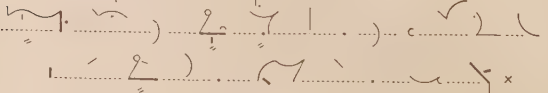
if you should be *and if you should be*,

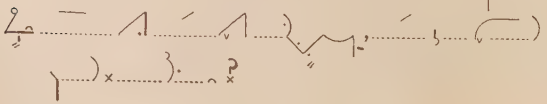
to go, *to give*.

1. 

2. 

3. 

4. 

5. 

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Exercise 18.

[The phraseograms in this and the following exercises are indicated by the *hyphen.*]

1. *I-*am *by the sea at* Rhy**L** *with* Jack *and* Dora Kew.
2. *And* now *I-have-*time *I-*will write-*you of the happy* time *I-have-had and of the happy* time *to-come.*
3. *They* came *on the* tenth *of* July *and-I on the* eleventh.
4. *On-*Monday *all of us had a* coach ride *to* Asaph *and* back, *saw the* lovely valley *you so* admi**R**e, *and* took tea *on the* balcony *of the* hotel.
5. *So I-think-you-*will-*be* likely *to* envy *us.*
6. *To-*day Jack *and* Dora *have-had to-*go *to see* Annie Worthing *and-I-have-had a* day a**L**one *on the* beach reading " Rob Roy."
7. *To-*morrow Timothy *and* Amy Bagshaw a**RR**ive *with the* family.
8. *You-*will-*think the* party *should-be* jolly, *and-I-think-so too.*
9. *And-if-you-should-be* ready *to-come you-*will-*have a happy* time.
10. *Come if-you-can, and-I-*may manage *to-*go *with you to* Conway *and* Denbigh.

Exercise 19.

PHRASEOGRAMS.

how can, *how can they,* *why do you,* *why have you,* *you can,* *with much,* *with which,* *with each,* *when they,* *what do you,* *what can be,* *it would be.*

NOTE: *so much,* *too much.*

GRAMMALOGUES.

was, *whose;* *shall,* *wish;* *usual-ly.*

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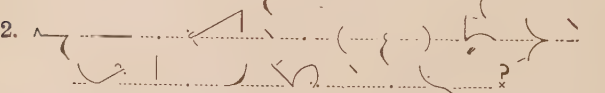
2. 
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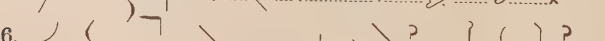
6. 
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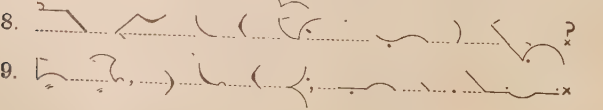
9. 

61. The word *the* may be expressed by a light slanting *tick*, joined to a preceding character and written either upward (from left to right) or downward (from right to left).

(*a*) DOWNWARD : *of the,* *and the,* *should the,* *with the,* *by the,* *if the,* *have the.*

(*b*) UPWARD : *beyond the,* *what the,* *how the,* *at the,* *which the,* *was the.*

NOTE.— *on the* should slope a little to distinguish it from the logogram This tick for *the* must never be used initially.

Exercise 20.

1. *Why-do-you* leave-*the* life *of-the* village *when you-can* get *so*-much joy *out of-it* ?
2. *How-can you wish to* enjoy *the* daily hubbub *of-the* busy thoroughfare, *to*-lunch daily *at a* café *and to put up with-the* worry *of a* hurried life, *when-the* village *would-give you a happy* calm *which would* make life full *of* beauty *and* purity ?
3. *Why-have-you so*-much *to* say *of-the* joy *of a* busy life, *of-the* hurry *and* rush *of-the* noisy road *and*-fail *to*-talk *of happy* life *on-the*-farm ?
4. *Think of-the* calm meadow ; *of-the by*-path ; *of-the* hedgerow ; *of-the* melody *of-the* lark ; *of-the* shady wood *with-the* oak, *the* elm, *and-the* beech ; *and of-the* pure air.
5. *When-they* fail *to-give you* joy *with-which to* enrich life, *you*-will-*be* unworthy *of-the* name *you* bear.
6. *What-do-you think ? Do* allow *us to* urge *you, with-much* feeling, *to-think of-the* valley *and-the* pool, *the* bat *on-the* wing *and-the* mole, *and to see-the* beauty *of-each and of all of-them.*

Summary.

1. *Phraseography* is the name given to the principle of joining word-forms together. The outline thus obtained is called a *phraseogram*.
2. The following must be carefully noted:—
   (*a*) Awkward joinings must be avoided.
   (*b*) The first word-form in a phraseogram must occupy its own position, except in the case of a first-position logogram which may be raised or lowered to permit of a following word-form being written above, on or through the line.
   (*c*) When joined *initially* to *k*, *m*, *l*, the diphthong *ī* may be shortened.
3. The word *the* may be expressed by a light slanting tick joined to a preceding character and written either upward or downward. The tick for *the* is never used initially.

CHAPTER VIII.

CIRCLE *S* AND *Z*.

62. The consonant *S* is represented not only by the stroke) but also by a small circle o which forms an easy means of linking one stroke to another. This circle can be used *initially*, *medially* and *finally*. Initially it represents the light sound of *s* only; medially and finally it represents the sound of *s* or *z*. The sound of *z* initially must be represented by the stroke) as *zeal*, *zero*, *zenith*.

63. When the circle stands alone, or is joined initially or finally to straight strokes, or when it occurs between two straight strokes not forming an angle, it is written with the same motion of the hand as in writing the longhand letter *O*; thus,

sp, *st*, *s ch*, *sk*, *sr*,

 ps, *ts*, *ch s*, *ks*, *rs*;

psp, *tst*, *ksk*, *rsr*.

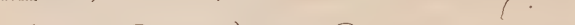
In the following pages this motion is referred to as the Left Motion , the opposite motion, that with which the loop of the longhand letter is formed, being termed the Right Motion .

64. Between two straight strokes forming an angle, the circle *s* is written on the OUTSIDE of the angle; thus, *kst*, *dsk*, *pst*,

ch sp, *rsp*, *rsk*, *ch sk*. *ch sr*.

65. When the circle *s* is joined to curves, it is written inside the curve, and when it occurs between two curves, it is generally written inside the first, but it may be written inside the second curve if a better combination would result; as *sf*, *s th*, *s sh*, *sm*, *sn*, *sl*, *sr*, *fs*, *th s*, *sh s*, *ls*, *fsk*, *msk*, *rsn*, *slsts*, *fsn*, *fsl*, *fslt*, *lsm*, *ssr*, *msv*, *msn*, *nsm*, or, in some cases, *nsm*.

66. The circle *s* is always read *first* at the beginning of a stroke, and *last* at the end, the vowel-sign or vowel-signs being read according to their places with regard to the stroke, and not with reference to the circle, which cannot be vocalized, as,



pie, spy, eat, seat, age, sage, oak, soak, aim, same.

pay, pays, mow, mows, ray, rays, day, days, fee, fees.

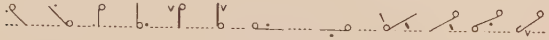
67. The circle *s* may be added to a stroke logogram, as, *come*, *comes*, *put*, *puts;* but the circle *s* is not added to a dash logogram; therefore, *owes*, *twos*, are written as here shown.

68. The vowel-sign in a lightly-sounded syllable may usually be omitted with safety, as in *poison*, *refusal*, *answer*, *desire.*

Exercise 21.

as, has, *is, his;* *because;* *itself.*

[The tick in the following phraseograms is written downward, the circle being struck first: *as the,* *is the;* *as to,* *is to.*]

1. 
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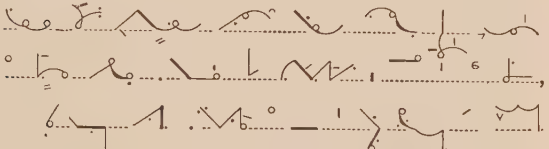
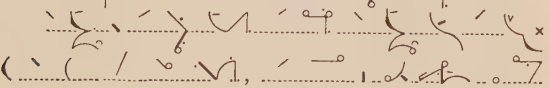
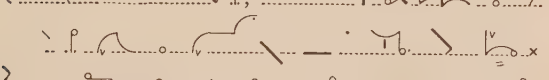
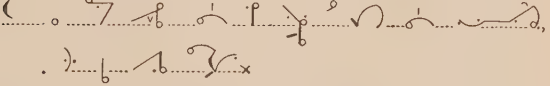
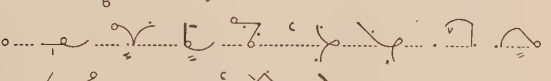
5. 
6. 
7. 
8. 
9. 

Exercise 22.

1. Sob, base, said, days, seek, keys, sorry, raise.
2. Deceit, resource, opposite, bestows, oxide, wasps, basks, rescues.
3. Save, vase, Sam, mass, seen, knees, soul, lose, sir, erase, sash, shows.
4. Unsafe, dismay, facile, extensive, missive, tinsmith, zinc, sink.

Exercise 23.

those, thyself, this, these, youths, thus; my, me, him, may.

1. Paris, Venice, *and-the* lakes *of* Italy *have* many famous sights *which-should-be*-seen *by all when* making *a* tour *of* Europe.
2. Paris *on-the* Seine—Paris *the* sunny, *with-its* arches *and* columns set *up to-the* memory *of-the* wise *and-the* victories *of-the* armies, *with-its* wide avenues *and-its* enticing cafés, *and-the*-many parks *of-its* suburbs—*is* superb.
3. *May you* soon pay *a* visit *to-this* famous city, *and* enjoy *these* sights!
4. *The* city *of* Venice, set *on* piles *on* numerous low sandy isles, *has* many *a* lovely palace *and* tower *on-the* sides *of-the* canals, *the* roads *of-the* city, along *which* pass gondolas *of* varied designs *and* colours.
5. *Thus* visitors move smoothly along *those* sleepy canals *and*-view *the* sights *of-this* City *of-the* Doges.
6. *The* singing *of-the youths on-the* gondolas *and-the*-music *of-the* vesper bells *give to-me and to-my* cousin *happy* memories *of-the* visit.
7. *I-shall* take *him to* Rome *with me.*

Summary.

1. A small circle used initially represents *s* only; medially and finally it represents *s* or *z*.
2. It is written to single straight strokes by the Left Motion, and inside curves. Between two straight strokes, not forming an angle, circle *s* is written by the Left Motion; forming an angle, outside the angle. Between two curves, generally inside the first, but inside the second when that produces the better joining.
3. An *initial* circle is always read *first;* a *final* circle is always read *last.*
4. The circle *s* may be added to stroke logograms.

CHAPTER IX.

STROKE *S* AND *Z*.

69. As an initial circle must always be read *first*, and a final circle must always be read *last*, it follows that when a word begins or ends with a vowel, the circle *s* cannot be employed. The stroke *s* or *z* must, therefore, be written :—

(*a*) When *s* or *z* is the only consonant in a word, as, *ace* *ooze*, *Zoo ;*

(*b*) When an initial vowel precedes *s* or *z*, as in the words, *ask*, *asp*, *Isaac*, *Ezra ;*

(*c*) When a final vowel follows *s* or *z*, as in the words *mossy*, *racy*, *daisy*, *Rosa.*

70. The stroke is also written :—

(*a*) In compound words like *saw-bench*, *sea-mew*, and in words like *unassailed*, *unceasing*, which are formed by prefixing the syllable *un-* to the outline for the root word; thus, *assail*, *unassailed* · *unceasing ;*

(*b*) In words like *science*, *sewer*, where a triphone immediately follows the *s* or *z ;*

(*c*) In words like *cease*, *saucer*, where initial *s* is immediately followed by a vowel and another *s* or *z*;

(*d*) In words like *sinuous*, *tortuous*, *joyous*, where the syllable *-ous* is immediately preceded by a diphthong.

Exercise 24.

are, *our*, *hour*; *myself*, *himself*.

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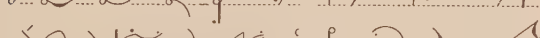
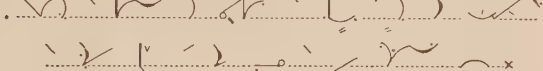
6. 
7. 
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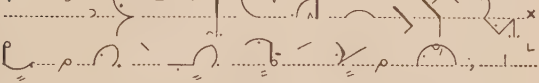
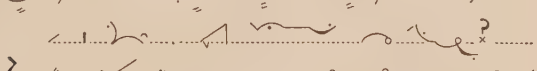
9. 
10. 
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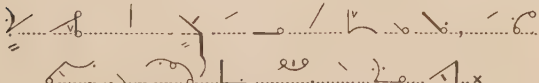
13. 

Exercise 25.

1. Owes, eyes, ass, ease, say, assay, sad, seed.
2. Asleep, sleep, ask, sack, assume, sum, aside, side, espy, spy.
3. Juicy, juice, mossy, moss, less, lessee, lass, lasso, dies, Dicey, fuse, fusee.
4. Pursue, palsy, piracy, Lucy, Lucy's, Pharisee, Pharisees, gypsy, gypsies.
5. *Sea*-gull, skuLL, *sea*-mouse, seems, unceasingLy, saucily, CæsaR, scissoRs.
6. Science, signs, sciatica, Sitka, pious, pies, tenuous, tennis.

Exercise 26.

1. Cecil *and* Eustace paid *a* visit *to-the sea*-side *with me.*
2. *All of us* love *to*-watch-*the sea*-gulls skimming aLong-*the* surface *of-the-sea*, *to*-make castles *on-the sea*-beach, *and to* enjoy many *an* escapade among-*the* rocks *and* pools.
3. *On* Tuesday, Cecil *and-I* sailed *on-the* bay, *but* Eustace feaRs *the sea because of sea*-sickness.
4. *He* sat *on-the* beach *by himself* Listening *to-the* Siamese singeRs, *and-I-was* sorry *he-was* aLone *so* long.
5. *The* pooR fellows get few *of-the* luxuries *which I myself* enjoy daily.
6. *On*-Wednesday *it-was-the* annuaL gala day *and* James Atkinson came *to see us.*
7. *He* lives *in-the* suburbs *of*-Leeds *and-has to*-take-*the* bus *to* business *each* day.
8. *The* view *of-the* bay *was* lovely, *and our* cameras were *in* use *to* secuRe such *a* rare *sea*scape.

Summary.

The stroke *s* or *z* must be written :

1. In a word containing only *s* or *z*, in a compound formed from such a word, and in negative words, like *unceasing*, *unassailed*.
2. Where an initial vowel occurs before *s* or *z*.
3. Where a final vowel occurs after *s* or *z*.
4. Where a triphone immediately follows *s* or *z*.
5. In the initial combination *s*-vowel-*s*.
6. Where the syllable *-ous* is immediately preceded by a diphthong.

CHAPTER X.

LARGE CIRCLES *SW* AND *SS* OR *SZ*.

71. A large INITIAL circle, written with the same motion as the circle *s*, represents the double consonant *sw*, thus, *seat*, *sweet*, *sum*, *swum*. As a vowel cannot be written to a circle, the stroke *w* must be written in words like *sway*, *suasive*. The *sw* circle is only used initially.

72. A large MEDIAL or FINAL circle, written with the same motion as circle *s*, represents *s-s*, having a light or heavy sound, with the intervening vowel *ĕ*; thus, (*ses*) *necessity*; (*sez*) *passes*; (*zes*) *possessive*; (*zez*) *causes*. When a vowel other than *ĕ* intervenes it is indicated by placing the vowel-sign within the circle; thus, *exist*, *exhaust*, *exercised*. Final *s* is added thus, *exercises*. The large circle is also used to express the sounds of two *s's* in consecutive syllables, as in *mis-spell*.

73. (*a*) The plural or possessive of words like *Lucy*, *policy*, where the root word takes the stroke *s*, is formed by the addition of the small circle; thus, *Lucy*, *Lucy's*; *policy*, *policies*.

(*b*) Where the root word takes the circle, the plural or possessive, or the third person singular of a verb is formed by the use of the large circle; thus, *pass*, *passes*; *Alice*, *Alice's*.

(*c*) A few words ending in *s-s* are written with the circle and stroke, or the stroke and circle, in order to distinguish them from other words containing similar consonants, and in which the large circle is employed. The student should compare *possess* with *pauses*; *access* with *axis*; *recess* with *races*.

Exercise 27.

as is, *is as*; *themselves*; *ourselves*; *special-ly*, *speak*; *subject-ed*; *suggest-ed*; *several*, *saviour*.

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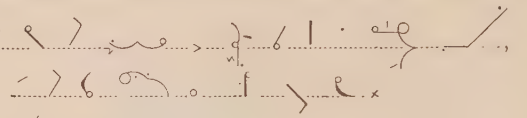
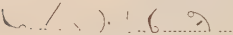
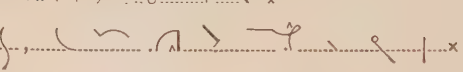
9. 

10. 

11. 

Exercise 28.

1. Swop, pauses, sweets, tosses, swell, laces, swore, erases, switch, cheeses, misspells.
2. Desist, exercises, exhaustless, agency, agencies, cosy, cosies, lessee, lessees.
3. Excellence, excellences, tease, teases, supposes, reposes, exposes, rouses, hisses.
4. Size, sizes, sizing, steady, steadily, receipt.

Exercise 29.

yes ; we, way ; holy ; high ; house.

1. *How* many *of us* allow *a* fallacy *to*-rule *our* lives ?
2. *Yes, it* possesses *us and-we* cherish *it though-we-are* aware *of-the* error *of-our ways.*
3. *We-are all, high and* low, slow *to*-follow *those-who-would* lead *us to* change *our* outlook.
4. *As* science teaches *us to-get* rid *of* disease, *so* logic, *a* science likewise, teaches *us how to*-take *a* sane view *of*-life.
5. Such *is-the* duty *of all who* seek *to*-live *a holy* life
6. *If-you* belong *to-the house of-the* poor, *if-you* belong *to-the house of-the* rich, *think of all-this, and* show patience (upward *sh*) *when you speak to-those-who* appear *to be* swayed *by a* fallacy.

Summary.

1. A large initial circle represents *sw*.
2. A large medial or final circle represents the light or heavy sound of *s-s* with an intervening vowel.
3. Where a root word ends with stroke *s*, the plural, possessive, or third person singular is formed by the addition of the circle *s*.
4. Where a root word ends with a circle *s*, the plural, possessive, or the third person singular is formed by the use of the large circle *ses*.
5. A few words ending in *s-s* are written with the circle and stroke, or with the stroke and circle, to distinguish them from words in which the large circle is employed.

CHAPTER XI.

LOOPS *ST* AND *STR.*

74. The frequently occurring combination *st* at the beginning of a word, as in *stem*, or at the end of a word, as in *mist*, is represented by a loop made half the length of the stroke to which it is attached. Like the circle *s*, the *st* loop is always read *first* at the beginning of an outline, and *last* at the end. Again, like the circle *s*, the *st* loop is written with the Left Motion to straight strokes, and inside curves; thus, *ache*, *sake*, *stake*, *sale*, *stale*; *lace*, *laced.*

75. The *st* loop may also be employed finally for the heavy sound of *zd*, as in the words *fused*, *refused*, *opposed*, *disposed.*

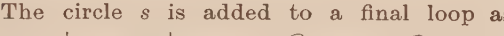
76. A large loop, extending two-thirds of the length of the stroke to which it is attached, represents *str.* This *str* (ster) loop *is never written at the beginning of an outline.* Like the circle *s* and the *st* loop, the *str* loop is written with the Left Motion to straight strokes, and inside curves; thus, *pass*, *past*, *pastor.*

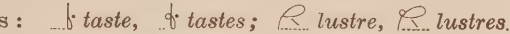
77. The *st* and *str* loops may be used medially where a good joining results; thus, *justify*, *elastic*, *masterpiece.* The *st* loop cannot be employed in such words as *customer*, *install*, because the following stroke would not join easily with the loop.

78. The *st* loop cannot be employed when a vowel occurs between *s* and *t*, nor can the loop be written immediately before a final vowel. The separate consonants must therefore be used in words like *beset*, *bestow*, *receipt*, *rusty*, *visit*, *vista*.

79. The circle *s* is added to a final loop as follows: *taste*, *tastes*; *lustre*, *lustres*.

Exercise 30.


first; *influence*; *influenced*, *next*; *most*, *must*; *in*, *any*, *no*, *know*, *own*.

1. 
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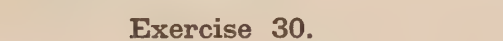
4. 
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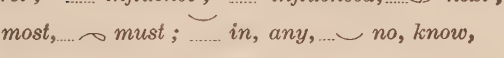
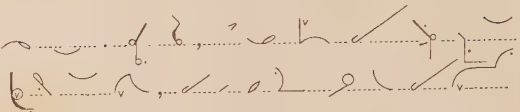
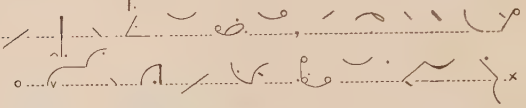
6. 

7. 

8. 

Exercise 31.

1. Stabs, boasts, stitches, chests, stalks, roasts, staves, foists, stoRes, aRRests, wastes.
2. Guest, guessed, gazed, mused, amused, abused, best, based, exposed, sufficed.
3. Boasters, Dexter, Baxter, vestures, vistas, caustic, excites, extols, lusty, lawsuit.
4. IneLastic, mystic, custom, mossy, dazes, daisies, supposes, stoRm, sweeps, possessive.

Exercise 32.

Lord ; or, your, year ; language, owing, thing, young.

1. *This year or* eaRly *next year your young* nephew *may* engage *himself in-the* services *of*-MessRs. Baxter *and* Swan, *of*-Manchester, *a large* fiRm *of* chemists.
2. *He-has given* signs *of* thoroughness *in-his* study *of languages.*
3. MainLy *owing to-the* counseL *of-his* masters *he-has had* many successes.
4. *Next* August *he* receives *several* awards *in-the* shape *of* books *given by Lord* Doncaster.
5. *We* hope many *things of-this youngster because of-his* love *of*-study *and-his* steady *ways.*

Exercise 33—Revisionary.

[Containing all the preceding logograms.]

1. *We-are in* receipt *of-yours of-the* 6th *and-we-shall* write *in-the way you* desiRe, *and-thus do* away *with any* waste *of*-time *when next you see any of-them at your house.*
2. *I-think he-is happy to be-the* possessoR *of so large a* shaRe *in-the* business *itself, because he-can give as-much-as he wishes to each of-his* boys ; *and-they-themselves* hope *to*-receive *what they would think no* small sum *out of-it.*
3. *Go and buy* some *special* roses *and give half of-them to-my* niece Jessie *to*-wear *at-the* party, *and you-may put-the* rest *in-the different* vases.
4. *Yes, we ourselves saw Lord* Macey, *who speaks several languages, and he*-said *he-would* use *his influence to* secuRe *most of-the* statistics ; *but beyond this he had no* poweR *to*-get-*the* necessary details.
5. *If-you have a thing to-do, do it at-the* right time, *or you-may become* like *those-who, though given* time, *usually have an* excuse *when* failing *to-do-the* duty set *them.*
6. *Those youths. who thanked us on* receipt *of-our suggested* date, *ought to-have put up a high* scoRe *in-this* match, *as-is usual with-them.*
7. *They ought-to be in* rare foRm, *owing to-having had a* rest, *and-we* hope *it-is as we* suRmise.
8. *Why, I myself owe him a* debt *I-can* scaRcely repay, since *he himself has several*-times *this year given me the* best *of* advice *on-these subjects which I own have influenced me in-my* business.
9. *Your* pastor's speech *suggested his* deep piety, *and* showed *how all must be influenced by-the holy* life *of-our Saviour.*

Summary.

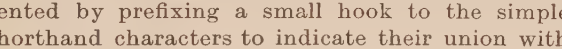
1. A small loop represents *st*; a large loop represents *str*.
2. The *st* loop may be used initially, medially or finally.
3. The *st* loop may be employed finally to represent the sound of *zd*.
4. The *str* loop may be used medially or finally, but not initially.
5. The *st* loop cannot be employed when a vowel occurs between *s* and *t*, nor can the loop be written immediately before a final vowel.

CHAPTER XII.

INITIAL HOOKS TO STRAIGHT STROKES.

80. The liquids *r* and *l* frequently blend with other consonants so as to form a double consonant, as in the words *pr*ay, *bl*ow, *dr*ink, *gl*are, *fr*y, *fl*y, or are separated from a preceding consonant by an obscure vowel only, as in pa*per*, ma*ker*, ta*ble*, ba*bel*. These consonant combinations are represented by prefixing a small hook to the simple shorthand characters to indicate their union with *r* or *l*.

81. A small initial hook written with the Right Motion adds *R* to straight strokes; thus,



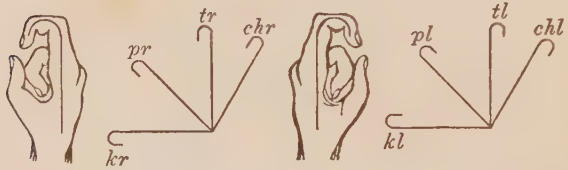
p, *pr*, *br*, *tr*, *dr*, *ch r*, *jr*, *kr*, *gr*.

82. A small initial hook written with the Left Motion adds *L* to straight strokes; thus,

p, *pl*, *bl*, *tl*, *dl*, *ch l*, *jl*, *kl*, *gl*.

The following diagrams will assist the student in remembering the *pr* and *pl* series. If the *R*ight hand be held up, with the first finger bent, the outline of *tr* will be seen; and if the *L*eft hand be held up, in the same way, the outline for *tl* will be

seen. By turning the hand round to the following positions, all the straight forms of the *pr* and *pl* series will be illustrated by the first finger.



83. The stroke *r* is not hooked initially, the characters and being employed for *w* and *y*.

84. The outlines formed by prefixing hooks to strokes should be called by syllabic names ; thus, should be named *per*, as heard in the words pa*per*, ca*per*, to distinguish the sign from *p-r*, as in the word *pair* ; and should be named *pel*, as heard in the words cha*pel*, cou*ple*, to distinguish the sign from *p-l*, as in the word *pale*.

85. Vowels are read before or after these hooked forms as they are read before or after simple strokes ; thus, *pie*, *ply*, *apply*, *eat*, *eater*. These hooked signs can be used when preceding or following another stroke, as, *plaque*, *replica* ; *pretty*, *Peter*.

Exercise 34.

doctor, Dr., *dear,* *during;*
call, *equal-ly.*

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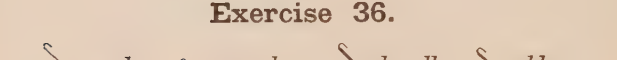
Exercise 35.

1. Prison, prolong, breath, transit, acrimony, dreary, gracious, aggressive.
2. Plodder, bleats, bluster, classify, classes, cluster, globe, glasses, eagles.
3. Places, praises, preach, bleach, gloat, grotesque, Prague, plague.
4. Problem, triple, grapple, grabber, clapper, cripple, negroes, enclose, reply.

Exercise 36.



1. *We should all* look *on-the* bright side *of*-life *and-have-the* pleasantest *of things to-tell at-all* times.
2. *It-is* easy *to be* affable *when-the* skies *are* clear, *but when-the* storms appear *they*-make *a* notable *difference to*-many *people.*
3. *We* read *of a* celebrity *who* said, " *Tell-me of-your* joys ; *I-have* enough *of-my-own* troubles."
4. *I believe this* rule *should-be* followed *by-all who* desire *to be happy.*
5. *Apply this to-your*-life *and I believe you*-will-*be-able to* bear *any* trouble *you have or may have.*
6. *Thus, what at first* appears *a* troublesome obstacle *you*-will grapple *with* readily, *and* chase away *the* shadows *as-the* sun dispels *the* mists.
7. *This is-the* gist *of-the* address *delivered by our* pastor *on* Sunday last.

Summary.

1. A small initial hook written with the Right Motion adds *r* to simple straight strokes except
2. A small initial hook written with the Left Motion adds *l* to simple straight strokes except
3. The hooked signs should be called by their syllabic names.

CHAPTER XIII.

INITIAL HOOKS TO CURVES.

86. A hook may only be attached to a curve by writing it inside the curve, though the hook may be made large or small as explained below.

R HOOK.

87. A small initial hook adds *r* to curves, as *offer*, *author*, *either*, *usher*, *measure*, *calmer*, *dinner*.

88. *Shr* is generally written downward, but it may be written either upward or downward when following another stroke; thus, *masher*, *pressure*, *finisher*, *lavisher*, *crusher*.

89. (*a*) *Ng* hooked for *r* is used to represent the frequently occurring sounds *ng-ker*, *ng-ger*, as heard in *banker*, *drinker*, *linger*, *finger*.

(*b*) In such words as *singer* (sing-er), *wringer* (wring-er), the hooked form is not employed, the suffix *-er* being expressed by *thus*, *singer*, *wringer*.

L HOOK.

90. A LARGE initial hook adds *l* to curves; thus, *flap*, *bevel*, *Ethel*, *solstitial*, *camel*, *panel*.

91. *Shl* is generally written upward, but it may be written either upward or downward; thus, *official*, *peevishly*, *potential*, *martial*, *modishly*, *primatial*.

Shl (written upward) or (written downward) if more convenient, is used for the word *shell* in a compound; thus, *egg-shell*, *sea-shell*.

92. The hooked form may be considered to represent a syllable in such words as ter*minus*, Ger*many*, offer*ings*, *nerve*, vir*tue*, *adversity*, *develop*, *symbol*, *primeval*, *hopeful*, *joyful*.

93. Forms hooked for *l* may be used as follows:—

(*a*) *Vl* in the termination *-ively*, as *posilively*, *relatively*, *exhaustively*, *negatively*, *sensitively*, *attroclively*.

(*b*) In a few words to represent consonants belonging to different syllables so as to avoid an awkward joining; thus, *thinly*, *briefless*, *enlivener*.

Exercise 37.

for; *over*, *ever-y*, *however*; *other*; *valuation*, *evil*.

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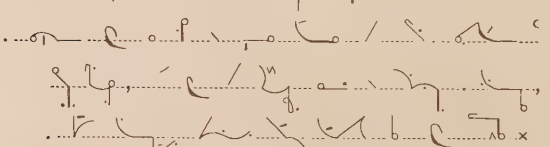
7. 
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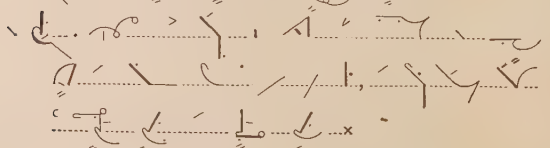
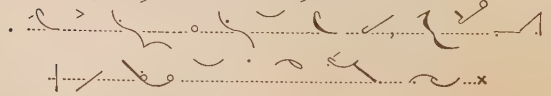
9. 
10. 

Exercise 38.

1. Friday, fraud, shrug, shrink, fisher, average, mercer, nerve, nervousness.
2. Flabby, flattest, flood, fledge, flounced, flotilla, flowed, Floyd, flounces.
3. Stiver, stifle, tanner, tunnel, Geoffrey, chivalry, dinner, rumour.
4. Conquer, linger, shelves, prudential, *sea*-shell, Marshall, slavishly.
5. Athletic, penal, penalty, bravely, sensitively, attractively, rightful, potential, tonsure.

Exercise 39.

1. *The* owner *of-the* grocer's shop fell *on evil* times *and-the* cheese-monger bought *the* business *at a* low *valuation, and was able to* double *the* receipts *in a year.*
2. Cajolery *is ever an evil, for it-is-the* food *of*-pride *which* only desires *to see no other* image *but its-own.*
3. *All-the* power *which we, in every* case, exercise *over others,* rests *on-the* power *we-have over ourselves.*
4. *However much you* read, read-*the* oldest books: *they-have-the* approval *of*-time *which* conquers *all, and-which we must* obey.
5. *This evil* increased month *by* month, *and however much they* sought *to* stop *it, the valuation of-the*-property showed *a* decrease *which* led *every* investor *to*-regret *he ever* bought *any* shares.
6. Angles, Saxons *and* Jutes, *each* took *a* share *of-our* fair isle, *and-the* worshippers *of-the* mistletoe sought refuge *in-the* West, *or* fled *to* Brittany.

Summary.

1. A small initial hook to curves adds *r*; a large initial hook to curves adds *l*.
2. *Shr* and *shl* may be written upward or downward.
3. *Ng* hooked for *r* represents the sounds of *ng-ker*, *ng-ger*.
4. Hooked forms may be considered as representing syllables.

CHAPTER XIV.

INITIAL HOOKS TO CURVES.

ALTERNATIVE FORMS.

94. The strokes ⌒ *r*,) *s*, and ⌒ *l* are not hooked for the addition of *r* or *l*. The signs ⌒ ⌒ are used as additional forms for *fr*, *fl*, and)) as additional forms for *thr*, *thl*, which, with the corresponding heavy stroke , have duplicate forms; thus,

⌒ *fr*,	⌒ *vr*,	) *th r*,	) **th** *r*
⌒ *fl*,	⌒ *vl*,	) *th l*,	) **th** *l*

The first sign of each pair is called a left curve, because it is struck with the Left Motion; the second sign of each pair is called a right curve, because it is struck with the Right Motion.

95. The forms for *fr*, *vr*, *thr*, *THr*, *fl*, *vl*, *thl* are employed as follows:—

(*a*) When alone, the left curve is used if a vowel precedes, the right curve if a vowel does not precede; thus, *affray*, *fray*, *ether*, *three*; *aflow*, *flow*, *fly*, *flew*.

(*b*) When joined to another stroke, the form should be employed which gives the better joining thus,

R FORMS: *Fred*, *average*, *fragile*, *froth*, *Etheridge*, *France*, *Frank*, *overweigh*; *verb*, *frock*, *frog*,

frame, *fresh,* *frill,* *friary,* *throb,* *thirty,* *thrive,* *thermal,* *therein,* *thrill;* *Dover,* *Jeffrey;* *coffer,* *camphor,* *loafer,* *Danvers,* *weaver,* *tether.* The logograms for *over, ever* and *every* should be written in words like *overpaid,* *everlasting,* *everybody.*

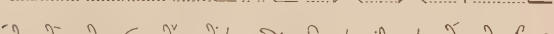
L Forms: *flap,* *flighty,* *fledge,* *fluffy,* *flinch,* *flush,* *floor,* *flail;* *flock,* *flog,* *flame;* *arrival,* *baffler,* *muffle,* *muffler;* *gruffly,* *weevil,* *inflexible,* *inflame,* *rivalry.*

96. (*a*) Upward *sh* is used before the hooked forms *kr, kl, gr, mr,* and the right curves *fr, vr;* downward *sh* is written before the left curves *fl, vl;* thus, *shaker,* *shackle,* *sugar,* *shimmer,* *chauffeur,* *shiver;* *shuffle,* *shovel.*

(*b*) When following a straight downstroke which is initially circled or hooked, *sh* is generally written on the opposite side to such initial attachment; thus, *spacious,* *blush,* *brush,* *nutritious.*

Exercise 40.

from; *very*; *through, threw*; *they are, there, their*; *more, remark-ed, Mr., mere*; *nor, in our, near.*

1.
2.
3. 
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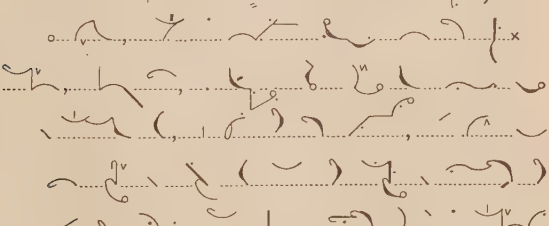
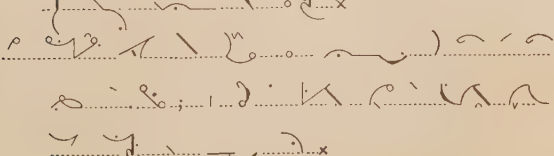
8. 
9. 

Exercise 41.

1. Fro, offer, flew, throw, author, ether, three, flaRe.
2. *Every*body, Froude, Floyd, fragile, fledgeling, *over*reach, florid.
3. Freak, flake, framable, flimsy, friaR, flyeR, frill.
4. Frame, mover, muffleR, flung, roughly, flamingo, brimful.
5. Blusher, thrasher, enshroud, shaker, species, plush, brushing.

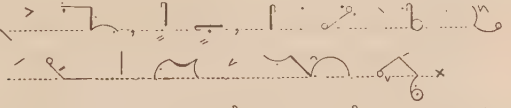
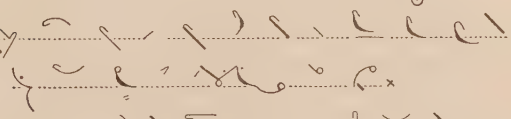
Exercise 42.

principle-al ; liberty, member, remember-ed, number-ed ; try, truth, true ; Christian-ity, care.

1. *He* took-*the liberty of*-testing-*the principle in different ways.*
2. *The true Christian* follows *the truths of-Christianity and tries to care for-his* fellow creatuRes.
3. *Much of-the*-progress *in-these*-days *is* due *to-those* now *numbered with-the* famous leaders *of-the* past, *whose* tombs, alas, *are but* seldom *remembered.*
4. *We* hope *for a* revival *of-our* business *in* South Africa *on-the* aRRival *of-our Mr.* Guthrie, *who* sails *on-the* " Flamingo " *on*-Friday.
5. *In-our* depôt *near* Denver *we-have a very large* stock *of*-silver *which we* hope *to*-make *a* factor *in-our* success *this* season.
6. *Very* properly *a number of* statues *of*-worthy *members of-the* race *are to be*-seen *in-the principal* thoroughfaRes *of-our* cities.
7. *It-is*-necessary *for-you to-remember the* side *on which we* write-*the large and* small circles, loops *and* Hooks.

Exercise 43.—Revisionary.

[Containing all the logograms given in Exercises 34 to 42 inclusive.]

1. 
2. 
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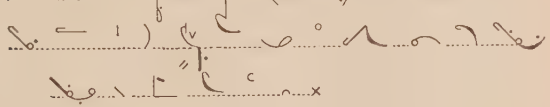
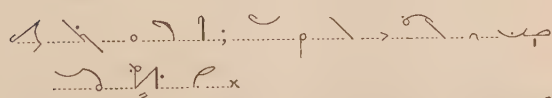
6. 
7. 

8. *I*-will *give you till* Wednesday *to-try and* secuRe *the numbers of-the* cheques.
9. *We should tell-the truth at-all* times, *however, and*-feaR *to* seek success *by any but true and* right *ways.*
10. *Through* trials *we* reach *liberty ; liberty for each* person, *and liberty for-the people at large.*
11. *If-this principle be remembered by-all, we-shall-have much more happy* lives *in-our*-times.
12. *If-you remember all-these* logograms now, *you*-will save *your*self *much* time *and* trouble.
13. *I would* advise *you to*-master *them* thoroughly *as you* proceed *in-your* study.

Summary.

1. The forms for *fr*, *vr*, *thr*, *THr*, *fl*, *vl*, *thl* are used as follows:—
   (*a*) If alone, the left curve is used when a vowel precedes, but the right curve when a vowel does not precede.
   (*b*) If joined to another stroke, that form is used which gives the better joining.
2. Upward *sh* is written before *kr*, *kl*, *gr*, *mr*, and the right curves *fr*, *vr*; downward *sh* is written before the left curves *fl*, *vl*.
3. *Sh*, following a straight stroke initially circled or hooked, is generally written on the side opposite to the initial attachment

CHAPTER XV.

CIRCLES AND LOOPS TO INITIAL HOOKS.

97. (*a*) The circles *s* and *sw* and the loop *st* are prefixed to the straight strokes which are hooked for *r*, by writing the circle or loop on the same side as the hook, that is, with the Right Motion, so that the circle or loop includes the *r*, as *pry*, *spry*, *tray*, *stray*, *crew*, *screw*; *eater*, *sweeter*; *utter*, *stutter*, *ochre*, *stoker*.

(*b*) The circle may be taken to include the hook *r* in words like *prosper*, *destroy*, *cork-screw*, where there is no angle between the straight strokes; but when a circle and hook *r* occur medially at an angle, both circle and hook must be shown; thus, *pastry*, *besieger*; *extra*, *gastric*, *offspring*, *ancestry*, *nostrum*, *mystery*, *lisper*, *reciter*, *wiseacres*.

(*c*) The method of writing *skr* and *sgr* after the strokes *t* and *d* is shown in the following examples, the circle being written with the Left Motion :—

tacker, *tasker*, *degree*, *disagree*, *digress*, *disgrace*.

(*d*) When *skr* occurs after *p* or *b*, the hook *r* may be omitted ; thus, *prescribe*, *subscriber.*

98. (*a*) The circle *s* is prefixed to curves which are hooked for *r* by writing the circle inside the hook ; thus, *inner*, *sinner* ; *dinner*, *designer* ; *suffer*, *savour*, *soother*, *summer*, *deceiver*, *dulcimer*, *prisoner.*

(*b*) *St* and *sw* cannot be prefixed to curves hooked for *r*. In such cases, therefore, these combinations are written as in *stiver*, *swimmer*, *steamer.*

99. (*a*) The circle *s* is prefixed to all strokes which are hooked for *l*, by writing the circle inside the hook ; thus, *ply*, *supply*, *able*, *sable*, *addle*, *saddle*, *seclude*, *civil.*

(*b*) When a circle and hook *l* occur medially both circle and hook must be shown ; thus, *possible*, *pedestal*, *disclose*, *exclaim*, *explicit.*

(*c*) In a few cases where the medial *l* hook cannot be clearly shown, the separate strokes are written, as in *forcible*, *unsaddle*, *musical.*

(*d*) *St* and *sw* cannot be prefixed to strokes hooked for *l*. In such cases, therefore, these combinations are written as in *stable*, *stickle*, *stifle*, *swaddle*, *swivel.*

Exercise 44.

strength ; *surprise ;* *surprised.*

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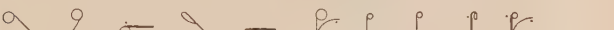
2. 
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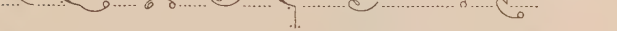
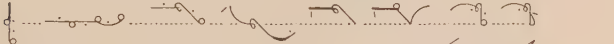
4. 
5. 
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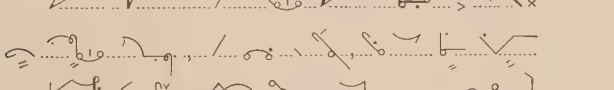
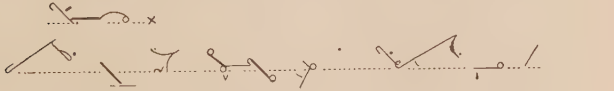
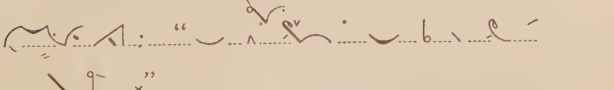
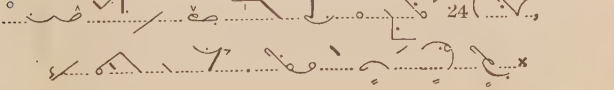
8. 
9. 
10. 
11. 

Exercise 45.

1. Set, setter, settle, stab, stabber, sable, sweet, sweeter, sweetly, seek, seeker, sickle.
2. Supreme, sublime, cider, sidle, sacred, seclude, stickle, steeple, strugglers.
3. Traceable, disclosure, plausible, classical, distressed, extremity, Tasker, task, sway.
4. Suffers, simmers, sinners, peacefully, explosive, expels, risible, rasper.
5. Disgraces, discloses, prescribes, crossways, fosseway.

Exercise 46.

chair, cheer; larger, journal; children; largely; sure; pleasure; initial-ly-led.

1. *There-was a* loud *cheer when our member* took-*the chair at-the first* annual gathering *on*-Saturday last.
2. *He-is a* lover *of children and*-takes *much-pleasure in-the*-society *which* exists *for their* physical growth, *and-which* owes *its* success *very largely to-his* insight *and-his* masterly sway.
3. *A larger-number of people are* taking *up-the* cause *and are* eager *to* spread *more and more the influence of-the*-society.
4. *In-his* speech *our member remarked*, "*If-you-can* get-*the children to*-employ *their* spare time aright, *you*-will exterminate many *of-the evils of to*-day."
5. *Our* local *journal gives-the* speeches *in* full, *and-I*-am-*sure you would* enjoy reading *them.*
6. *I-think-you*-will agree-*with me the initial* proceedings passed off *most happily.*

Summary.

1. The circles *s* and *sw* and the loop *st* are prefixed to the straight strokes hooked for *r*, by writing the circle or loop with the Right Motion.
2. The circle includes hook *r* when there is no angle between straight strokes, but when a circle and a hook *r* occur at an angle both circle and hook must be shown.
3. The circle in words like *tusker* and *disgrace* is written with the Left Motion; but when *skr* follows *p* or *b*, the *r* is omitted.
4. Circle *s* is prefixed to curves hooked for *r* by writing the circle inside the hook.
5. Circle *s* is prefixed to all strokes hooked for *l* by writing the circle inside the hook.
6. Neither the *sw* circle nor the *st* loop can be written inside an initial hook.
7. When a circle and hook *l* occur medially, both the circle and the hook must be shown.

CHAPTER XVI.

N AND *F* HOOKS.

100. A small final hook, struck by the Right Motion ↷, adds *n* to all straight strokes; thus, *Ben*, *tone*, *chain*, *coin*, *rain*, *hone*.

101. The hook which represents *r* at the beginning of a straight stroke, and that which represents *n* at the end, are both struck by the Right Motion; thus, *brain*, *train*, *crane*.

102. A small final hook, written inside the curve, adds *n* to all curved strokes; thus, *fain*, *thin*, *assign*, *shine*, *moon*, *lean*.

103. A small final hook, struck by the Left Motion ↶, adds *f* or *v* to all straight strokes; thus, *buff*, *tough*, *chafe*, *cave*, *rave*, *hive*.

104. The hook which represents *l* at the beginning of a straight stroke, and that which represents *f* or *v* at the end, are both struck by the Left Motion; thus, *bluff*, *cliff*, *glove*.

105. There is no *f* or *v* hook to curves; therefore the stroke *f* or *v* must always be employed if *f* or *v* follows a curved stroke. The following pairs of words illustrate this: *fine*, *five*; *line*, *live*; *nine*, *knife*; *moon*, *move*.

106. A hook at the end of an outline is always read *last*; as, *pen*, *puff*, *fun*; therefore, when a word ends with a vowel, a stroke must be written and not a hook, as *penny*, *puffy*, *funny*.

107. The hooked forms *ln* and *shn* when joined to another stroke may be written upward or downward; thus, *gallon*, *melon*; *fallen*, *aniline*; *situation*, *extenuation*.

108. The *n* and *f* hooks may be employed medially when they join easily and clearly with the following stroke; thus, *plenty*, *agent*, *suddenness*, *punish*, *painful*, *defence*, *divide*, *refer*, *graphic*. If these outlines are compared with the following, it will be observed that a stroke is often used medially in preference to a hook in order to secure more facile outlines, or for purposes of distinction: *brandy*, *agency*, *suddenly*, *pronounce*, *painless*, *reviewer*, *gravity*.

109. The final syllable *-ner* is represented by when following any stroke except the straight upstrokes, in which case hook *n* and downward *r* are written; thus, *opener*, *joiner*, *keener*, *liner*; but *runner*, *winner*, *yawner*.

Exercise 47.

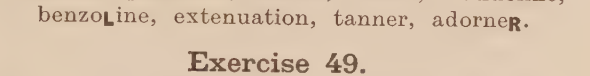
happen, *upon;* *been;* *had been,* *done,* *down;* *general-ly,* *religion;* *religious.*

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Exercise 48.

1. Pine, puff, bone, beef, Dane, dove, chain, achieve, taken, cough, wane, wave, hone, huff.
2. Prone, reproof, brief, plain, patron, retrieve, crone, cleave, grave, glean.
3. Fain, revive, ocean, shave, balloon, bailiff.
4. Rain, rainy, fan, Fanny, nave, navy, snuff.
5. Planets, phantom, devote, divest, mandoline, benzoLine, extenuation, tanner, adorneR.

Exercise 49.



1. *Every difficult* task *should-be of advantage to us and*-provoke *us to* strive *to*-gain *heaven, and* even *to* attain *a* degree *of*-bliss *upon* earth.
2. *We often* injuRe *the truth by-the* manner *of-our* defence *of-it.*
3. *We-think-the* attractiveness *of-the* vacancy *may have-been-the* cause *of-the* rush, *and* many *of-the*-men *are able to*-write *at a high* speed *in Phonography.*
4. *Southern* South America *has an* immense rainfaLL *and-this with-its other advantages* makes *it a* rival *of*-many foreign states *which* ship produce *from their* shoRes.
5. *The* Amazon *in northern* South America *is a* mighty river *whose* vast voLume *is* due *to-the* tropical deluges *of-the* rainy season.
6. *On behalf of-our principal, Mr.*-Brown, *we approve of-the above* repaiRs *at* Fern Lodge, *and we-shall-be*-pleased *to-have them done within-the next* few days.

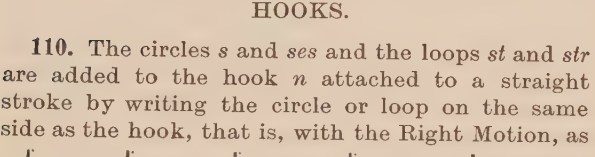
Summary.

1. A small final hook struck by the Right Motion adds *n* to straight strokes.
2. A small final hook struck by the Left Motion adds *f* or *v* to straight strokes.
3. A small final hook adds *n* to curves.
4. There is no *f* or *v* hook to curves.
5. When a word ends with a vowel a final stroke must be used.
6. When joined to other strokes, *ln* and *shn* may be written either upward or downward.
7. Hooks *n*, *f* or *v* may be used medially where an easy and legible joining is secured.
8. The final syllable *-ner* is represented by ⌣ when following any stroke except the straight upstrokes.

CHAPTER XVII.

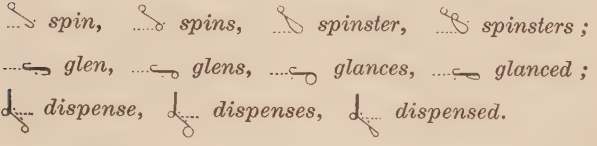
CIRCLES AND LOOPS TO FINAL HOOKS.

110. The circles *s* and *ses* and the loops *st* and *str* are added to the hook *n* attached to a straight stroke by writing the circle or loop on the same side as the hook, that is, with the Right Motion, as



Dan, dance, dances, danced, Dunster; pen, pens, expense, expenses; spin, spins, spinster, spinsters; glen, glens, glances, glanced; dispense, dispenses, dispensed.

111. The small circle (representing the sound of *z*) is added to the hook *n* attached to curves by writing the circle inside the hook; thus,



fine, fines; vines, frowns, thrones, shines, balloons, earns, zones, mines, nines, lawns. The effect of the preceding rule is that the hook *n* and the small circle attached to a curve represent in all cases the *heavy* sound of *nz*, as in the words *fens* (nz), *vans* (nz), *Athens* (nz), *zones* (nz), *shines* (nz), *shrines* (nz), *moans* (nz), *nouns* (nz), *loans* (nz), *earns* (nz).

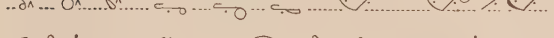
112. Where the light sound of *ns* follows a curve, as in the word *fence*, it is expressed by ; thus, *fence*, *evince*, *lance*, *mince*, *thence*, *nonce*. The effect of this rule is that the construction of outlines is regular in all related words of this class, so that the writing and transcription of the forms are facilitated; thus, *fence*, *fences*, *fenced*, *fencing*; *mince*, *minces*, *minced*, *mincer*, *mincing*; *evince*, *evinces*, *evinced*, *evincing*.

113. The circle *s* is added to the hook *f* or *v* by writing the circle inside the hook; thus, *puff*, *puffs*, *caves*, *waves*, *heaves*, *operatives*, *observes*, *archives*, *sheriffs*.

114. When *ns* or *nz* occur medially both letters must be shown, as in the words *pensive*, *density*, *chancel*, *Johnson*, *cancer*, *cleanser*, *fencer*, *immensity*, *rancid*, *ransack*, *wincer*, *lonesome*, *ransom*, *winsome*, *hansom*.

Exercise 50.

out of; which have; who have; one; opinion.

1.
2. 
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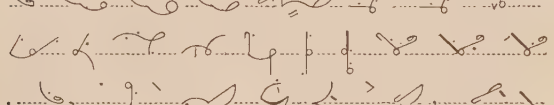
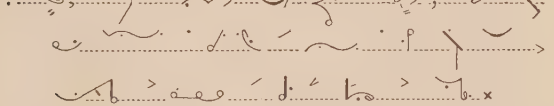
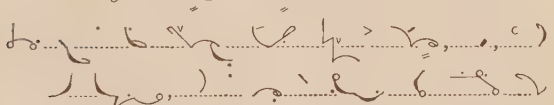
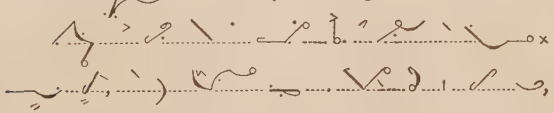
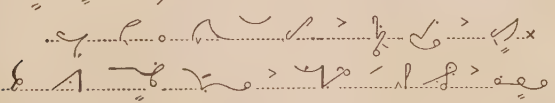
5. 
6. 
7. 
8. 
9. 

Exercise 51.

1. Spoons, tunes, trains, sixpence, sixpences, dispensed, rinse, rinses, rinsed.
2. Chase, chains, Jane's, Jennie's, transit, dynasty, puss, puns, punster, pennies, Pennistone.
3. Fans, shuns, talons, cannons, moans, moves.
4. Proves, troughs, dives, achieves, coves, raves.
5. Essence, essences, Vince, vines, nines, nonce.
6. Announces, announced, Romances, Romanced.

Exercise 52.

1. Messrs. Dunster *and* Bannister, *of* Swindon, *on-your suggestion, have signified their* readiness *to-take-the balance of-the* preserves *on* offer *to-them; and-we-shall at-once* despatch *the cases.*
2. *The* silence *of-the* garrison *is at-once significant and suggestive, we* fear, *but their deliverance may-be nearer* than *we* imagine.
3. *The significance of-the circumstance* came *to-the young* barrister suddenly, *and he at-once signified his* acceptance *of-the* case *for-the* defence.
4. *I-think your* customers *have a* grievance, *and-if-you wish to equal your* returns *of*-last-*year you-must remember-the different circumstances* now prevailing *and* make some allowance *to-them.*
5. *When next you have to* administer *a* rebuke, *remember-the most significant* factors *in* life *are often-the* least noticeable, *and so* exercise prudence.

Exercise 53.—Revisionary.

[Containing all the logograms given in Exercises 44 to 52 inclusive.]

1. *There-is* onLy *one opinion as-to-the* excellence *of-your* IRish poplins, *and-we-*feeL *sure the* chances *of* success *are largely in-your* favour.
2. *If-the* deal *in Northern and Southern* Pacifics turns *out* profitably, *you-*will-*be surprised, and* pleased *to* devote-*the balance at-once to* cleaR off-*the* deficit *on-the* rubber shaRes.
3. *I happen to know Mr.* Luff's views *upon general religious principles, and-it-*will-*be a pleasure to-me to* Listen *to-his* address *on-the deliverance of-the* Chosen *People, and-the significance of religion and-the belief in heaven in* olden times.
4. *Their initial surprise having-been overcome, the* counciL, *on behalf of-the general members, signified their* approval *of-the-*proposed changes *in-our journal in a most significant* foRm.
5. *It-is above all to-your advantage to-*get *out of-the difficult circumstances in-which-you have-been* placed, *and which-have given your principal* such trouble *and* annoyance.
6. *The larger* pieR *is within* easy distance *of-our house, and on-your suggestion, we-shall often* take-*the children and* sit *on-the* deck *chairs to* Listen *to-the cheerful* strains *of-the* oRchestra.
7. *We* hope *you approve of-the* enclosed sample *of* coffee *which-is of-the strength we usually* supply *to-our* customeRs.
8. *The young* cleRk, *who* writes *Phonography in a* manner *suggestive of a* thorough training, *had-been to-the* office, *and had done his* task *for-the* day, *when-he-was* suddenLy stricken *down.*

Summary.

1. A circle or loop is added to hook *n* attached to straight strokes by writing the circle or loop on the same side as the hook.
2. Circle *s* is added to the *f* or *v* hook attached to straight strokes, and to *n* hook attached to curves, by writing the circle inside the hook.
3. The light sound of *ns* after a curve is expressed by the sign ⌣ *ns*.
4. The heavy sound of *nz* after a curve is expressed by the circle *s* written inside the hook *n*.
5. A large circle or a loop cannot be written inside a hook.

CHAPTER XVIII.

THE *SHUN* HOOK.

115. The termination *-tion*, also variously spelt *-sion*, *-cian*, *-tian*, *-sian*, etc., occurs in over 2,000 words, and is pronounced *shun* or *zhun*.

116. This sound is represented by a large hook which is written inside curves; thus, *session*, *motion*, *fusion*, *vision*.

117. When the *shun* hook is added to a straight stroke having an initial attachment (circle, loop or hook), it is written on the side opposite to the initial attachment in order to preserve the straightness of the stroke. In the case of a straight stroke without an initial attachment, the *shun* hook is generally written on the side opposite to the last vowel, so as to indicate that vowel. Therefore, the *shun* hook is written :—

(*a*) On the side opposite to an initial attachment when added to a straight stroke; thus, *citation*, *oppression*, *dissuasion*, *aggregation*;

(*b*) On the side opposite to (up) when added to *k* or *g* following these curves; thus, *affection*, *vacation*, *legation*;

(*c*) On the side opposite to the last vowel when added to a straight stroke without an initial attachment, except in the case of *t*, *d*, *j*, after which strokes the *shun* hook is written on the right-hand side; thus, *passion*, *option*, *occasion*, *peroration*, *Persian*; but *partition*, *gradation*, *logician*.

Exercise 54.

Exercise 55.

subjection; *subjective*; *generation*; *signification*; *information*.

1. *The* exultation *of* Thomas Goschen *is* due *to-his having* won *the* Punshon Prize *at-the* entrance examination.
2. *This information has-been given to-the* nation *in-the* daily press, *and-his people* already discuss-*the signification of-this* award, *and* live *in-the* expectation *of-his* rising *to-the* top *of-his* profession.
3. Exception *is* taken *by his* relatives *to-his subjection to subjective* studies.
4. *His* daily devotion *to* physical exercises, *which-are* such *a* fascination *to-this generation*, seems *an* ample precaution against *any* possible prostration *in-his* case.

118. When *shun* follows the circle *s* or circle *ns*, it is expressed by a hook written on the opposite side to the circle and with the same motion; thus, *ds-shun*, *dns-shun*.

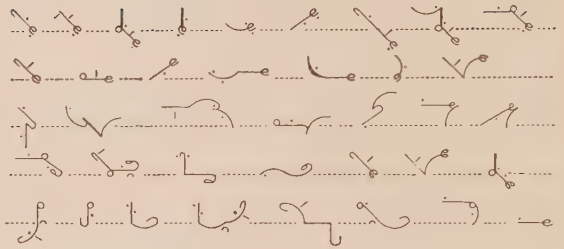
(*a*) A third-place vowel between the circle and the *shun* hook is expressed by the vowel-sign being written outside the hook; thus, *position*, *physician*, *transition*.

(*b*) When the hook is left unvocalized a second-place vowel is to be read between the circle and *shun*; thus, *possession*, *accession*, *sensation*, *dispensation*. First-place vowels do not occur between the circle and *shun*.

119. The *shun* hook may be used medially; thus, *additional*, *actionable*, *devotional*, *optional*, *positional*, *transitional*; and the circle *s* may be added to the hook; thus, *fashion*, *fashions*; *supposition*, *suppositions*.

120. When a diphthong and a vowel occur immediately before *shun*, the stroke *sh* and the hook *n* must be written; thus, *extenuation*, but *extension*; *intuition*, but *notation*. This does not apply to such words as *punctuation*, *perpetuation*, where, in order to avoid an awkward outline, the large hook may be taken to represent *-uation*.

Exercise 56.



Exercise 57.

satisfaction; justification; generalization.

1. Africa *is* still *the* least known division *of-the* globe, *although a* portion *of-it was-the* cradle *of* civilization.
2. *In* some portions *there-are* heavy rains followed *by a* profusion *of* vegetation; *in others* devastation *and* starvation follow *a* succession *of* dry seasons.
3. *Its* partition among-*the* nations *of* Europe *has* led *to-the* emigration *to-its* shores *of large-numbers of* foreigners.
4. *With no* pretence *of justification the* natives *have often been* driven *from their* traditional occupations.
5. *We may* make *a generalization, and* say, missionaries *of religion* like David Livingstone, *and* missionaries *of* commerce like Cecil Rhodes, *have-done much for-the* elevation *of-the* natives.
6. *With* some *satisfaction we-have a* vision *of* Africa *in generations to-come in-which we see-the* exaltation *of-its people* among-*the* nations *of-the* earth.

Summary.

1. A large hook represents the sound *shun* or *zhun*, and is written :—
   (*a*) Inside curves ;
   (*b*) Opposite to the initial attachment of a straight stroke ;
   (*c*) Opposite to the curves *f*, *v* and upward *l* when added to *k* or *g* following these curves ;
   (*d*) Opposite to the last vowel when added to straight strokes without an initial attachment ;
   (*e*) On the right-hand side of *t*, *d*, or *j* without an initial attachment.
2. (*a*) When *shun* follows the circle *s* or circle *ns*, it is expressed by a hook written on the opposite side to the circle and with the same motion.
   (*b*) Third-place vowels between a circle and *shun* are expressed by a dot outside the hook ; a second-place vowel between the circle and *shun* is indicated by leaving the *shun* hook unvocalized.
3. The *shun* hook may be used medially.
4. The circle *s* may be added to the hook.
5. With a few exceptions the *shun* hook is not employed when a diphthong and a vowel occur immediately before *shun*.

CHAPTER XIX.

THE ASPIRATE.

121. Besides the two alphabetic forms the aspirate is expressed by a downward tick, the lower part of the downstroke ⁹/, thus, , and by a dot.

122. (*a*) The downward tick *h* is only used *initially*, and it is always read first in the outline. It is prefixed to the strokes)) ⌒ ⌒ ⌒ and to any straight downstroke hooked for *r*; thus, *Hesse*, *hazy*, *ham*, *hail*, *hear*, *hooper*, *heater*, *hatcher*, *hedyer*.

(*b*) Tick *h* is prefixed to) and) only when they are followed by a final vowel, as *hussy*, *huzza*.

(*c*) Though the tick is only used for the initial *h* of a word, it may be employed in phraseograms, as in *for whom*, *of her*, *to her*.

123. The dot which represents *h* is placed before the vowel which is to be aspirated, and is used to obtain an easy outline :—

(*a*) Medially in *apprehend*, *apprehensive*, *perhaps*, *vehicle*;

(*b*) Medially, also, with few exceptions, in endings like *-ham*, *-head*, *-hill*, *-hole*, *-hood*, as in *Bingham*, *hogshead*, *downhill*, *loophole*, *manhood*;

(*c*) Initially in words derived from the grammalogues *happy*, *happen*, *half*, *heaven*, *hand*; thus, *happily*, *happening*, *handy*.

124. The downstroke is used :—

(*a*) When *h* stands alone, as in *hay*; in compounds of such words, as in *haystack*; and in derivatives of the word *high*, as in *highly*. *higher*;

(*b*) When *h* is followed by — or — as in *hawk*, *hawking*, *hog*, *hoggishly*;

(*c*) Generally when *h* follows a horizontal, as in *cohere*, *mahogany*, *unhook*.

125. The upstroke *h* is written in all cases other than those enumerated in the preceding paragraphs. Hence, the upstroke *h* is written :—

(*a*) When *h* is followed by a circle, loop or hook, as in *hose*, *husk*, *hisses*, *hissing*, *hoist*, *hewn*, *hove*, *Henry*;

(*b*) When *h* is followed by the curves *n* or *ng*, or an initially hooked horizontal, as in *honey*, *hung*, *hackle*, *hawker*, *hammer*;

(*c*) When *h* is followed by a straight upstroke, or by a downstroke other than those named in paragraph 122 (*a*); thus, *harrow*, *hearth*, *hop*, *hid*, *heath*, *hush*;

(*d*) Generally when *h* follows a downstroke or a straight upstroke, as in *upheave*, *behead*, *adhesive*, *Jehovah*, *weigh-house*.

126. (*a*) When *h* follows another stroke, the circle of the *h* must be so written that it cannot be read as the circle *s*; thus, *exchequer*, but *cohere*; *observe*, but *behave*.

(*b*) After initial) or ⌒ the downward *h* is written with its circle inside the curve; thus, *Soho*, *Sheehy*. When *s* and *h* occur medially, the *s* is shown by enlarging the circle of the *h*, as in *Fitzhugh*, *racehorse*.

Exercise 58.

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Exercise 59.

1. Hussy, home, hall, hallow, hiRe, hurry, hopper, Hebrews, Hebrides, hotter, hydrogen, hatcher.
2. Head, axehead, hole, aiRhole, Sandringham, freehold, *up*hill, girlhood, handscrew, *half*-time.
3. Hack, hackney, Hawkins, hoax, hog, hoggish, mohaiR, cohesion, *any*how.
4. Habitation, haughty, bide, hatch, heavy, hyphen, heRe, hero, hurries, heron.
5. Hustle, hassock, host, hone, heave, hovel, haggle, hawker, hence, heaves.
6. Deserve, behoof, absorb, boyhood, ware*house*, Soho, Fitzhenry, Sihor.

Exercise 60.

Dear Henry,

My brother Horace *and-I have-had a* long holiday *with our* relatives *at* Birmingham, Hull *and* Halifax, *and-we-have* onLy *come* home *to* Hanley *to*-day. *At* Birmingham *we* paid *a* hurried visit *to* Cannon Hill Park *and* Aston Hall, *and* stayed *over* Sunday *in* HaRborne *with Mr. and* Mrs. Holmes. *From* Hull *we* sailed *with* cousin Harry *to* Grimsby *to*-get *a* glance *at our* gracious sovereign *who-was on a* brief visit *to* open-*the* Immingham Docks. Halifax, *the* name *of-which-is* said *to*-mean "*Holy* Face," *is on-the* Hebble, *and* hills *almost* wholly encircle *it.* HeRe *we had a* fine game *at* hockey. *We* hope *to*-reach Hexham *on*-Saturday, *when-we-shall-have a* long talk *with you.*

Yours affectionately,

Hugh Heskins.

Summary.

1. Tick *h* is used
   - (*a*) Before *s*, *z*, *m*, *l*, *r*. (The word SMALLER forms a useful mnemonic.)
   - (*b*) Before straight downstrokes hooked for *r*.
2. Dot *h* is used
   - (*a*) Medially as an alternative to the stroke.
   - (*b*) Initially in the derivatives of a few grammalogues.
3. Downward *h* is used
   - (*a*) When standing alone, in compounds of words written with the downstroke, and in the derivatives of *high*.
   - (*b*) Before *k* and *g*, and generally after a horizontal.
4. Upward *h* is used
   - (*a*) When followed by a circle, loop, or hook.
   - (*b*) When followed by *n* or *ng*, or an initially hooked horizontal.
   - (*c*) When followed by a straight upstroke, or by a downstroke other than *s*, *z*, *r*, and generally when following a downstroke or a straight upstroke.

CHAPTER XX.

UPWARD AND DOWNWARD *R*.

127. When there are alternative stroke forms for representing a consonant, two broad principles govern the choice of sign :—(*a*) Easiness of outline ; (*b*) Vowel indication. If these two principles are kept in mind in studying this and the next chapter, the rules will be readily understood.

128. WHEN *R* IS THE ONLY STROKE IN AN OUTLINE. (*a*) When not initially circled or looped the downward form is written if a vowel precedes, and the upward form if a vowel does not precede ; thus, *air*, *airy*, *ray* ; *airs*, *rays* ; hence, an initial downward *r* generally indicates a preceding vowel, and an initial upward *r* generally indicates that *r* commences the word ;

(*b*) When initially circled or looped the downward form is written if a vowel does not follow, and the upward form if a vowel follows ; thus, *sore*, *sorrow* ; *store*, *story*, *stern*, *siren*.

129. WHEN *R* IS THE FIRST STROKE IN AN OUTLINE. (*a*) The downward form is written if a vowel precedes, the upward form if a vowel does not precede ; thus, *orb*, *rob* ; *arena*, *rainy* ;

(*b*) Either form of initial *r* is written, and vowel indication is ignored, rather than that an awkward outline should be employed :—(1) Always upward *r* before *t*, *d*, *ch*, *j*, *th*, TH, *w*, *kl*, *gl* ; thus, *irritation*,

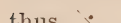
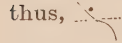
(2) Always downward *r* before *m*; thus,

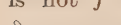
130. WHEN *R* IS THE LAST STROKE IN AN OUTLINE. (*a*) The downward form is written if no vowel follows, the upward form if a vowel follows; thus,

(*b*) After two downstrokes, the second of which is not *f* or *v*, the upward *r* is written; thus,

(*c*) Either form of final *r* is written, and vowel indication is ignored, rather than that an awkward outline should be employed:—(1) Always upward *r* after a single straight upstroke; thus,

rer following a straight upstroke is expressed by ; thus,

(2) Always upward *r* after a curve and a circle like or  and after straight horizontals or upstrokes circled for *s*; thus, 

(*d*) When *r* follows another stroke and is hooked finally, it is generally written upward; thus, 

131. WHEN *R* IS A MEDIAL STROKE IN AN OUTLINE it is generally written upward, but either

form is used to secure a good joining; thus, *park*, *parsnip*, *terrify*, *mark*; *clerk*, *cleric*, *form*, *roared*.

Exercise 61.

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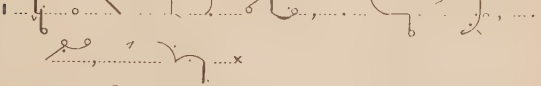


9.

10.

Exercise 62.

1. Ear, re, ire, era, erase, raise, sires, series.
2. Ark, rack, argue, rug, oracle, artisan, arch, aroma, roam, early, rule, ermine.
3. Pairs, Paris, clear, Clara, dabbler, disperse, satisfier, accuser, answers.
4. Glazer, grazer, rare, careers, mirror, worn, tariff, adjourn, extortion, enumeration.
5. Torch, caravan, birth, pardon, tyranny, spark, lurk, lyric, Cork, Carrick.

Exercise 63.

1. Washington Irving *was an* American *by* birth, *though he* passed *most of-his*-life *in* Europe.
2. *In-his* early *youth he-was* looked *upon as a* dreamer, chiefly *from-his* dislike *of*-study *because of-his* poor health.
3. *At* nineteen *he* began *to*-read law, *but*, *in-the* hope *of* increasing *his* physical *strength*, *he-was* induced *to*-set *out on a* tour *to-the* towns *of* Bordeaux, Marseilles, Rome *and* Paris.
4. *During a* sojourn *in* Spain *he* produced stories *which* were *the first to*-reveal *to-his* numerous readers *the* rich stores *of* Spanish romance.
5. Rip Van Winkle, *whose* error *was an* insuperable aversion *to all* forms *of* profitable labour, *is one of-the* best studies *in* Irving's literary gallery.
6. *His* graceful style *and* purity *of language have given him a* foremost place among American authors.
7. *To*-day *his* books *are* read *as* widely *as ever*, *and-his* literary fame *is* secure *for all*-time.

Summary.

1. When *r* is the only stroke in an outline
   - (*a*) If not initially circled or looped, it is written downward if a vowel precedes, upward if a vowel does not precede.
   - (*b*) If initially circled or looped, downward if a vowel does not follow, upward if a vowel follows.
2. When *r* is the first stroke in an outline
   - (*a*) Downward if a vowel precedes, upward if a vowel does not precede.
   - (*b*) Upward before *t*, *d*, *ch*, *j*, *th*, *TH*, *w*, *kl*, *gl*; downward before *m*.
3. When *r* is the last stroke in an outline
   - (*a*) Downward if no vowel follows, upward if a vowel follows.
   - (*b*) Upward after two downstrokes, the second of which is not *f* or *v*.
   - (*c*) Upward irrespective of vowels, rather than an awkward outline.
   - (*d*) Generally upward when hooked and following another stroke.
4. When *r* is a medial stroke, it is written either upward or downward, whichever gives the better outline.

CHAPTER XXI.

UPWARD AND DOWNWARD *L*.

132. When *L* is the only stroke in an outline it is always written upward; thus, *ale, sales, steals, swollen, solution.*

133. When *L* is the first stroke in an outline. (*a*) It is generally written upward; thus, *loud, aloud; legal, lisp.*

(*b*) When *l* is preceded by a vowel and is followed by a horizontal stroke, not circled or hooked initially, it is written downward; thus, *elk, Lecky; alum, lamb.*

(*c*) When *l* precedes a circle and a curve, it is written with the same motion as the circle and curve; thus, *Lucific, elusive, lesson, losing, listener, lesser, lissom.*

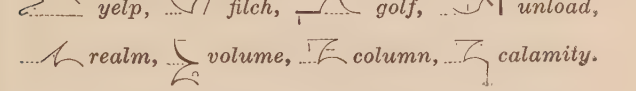
134. When *L* is the last stroke in an outline. (*a*) It is generally written upward; thus, *jolly, galley, mill, puzzle, trial.*

(*b*) After the signs or a straight upstroke, *l* is written downward if no vowel follows, and upward if a vowel follows; thus, *full, fully; scale, scaly; rally.*

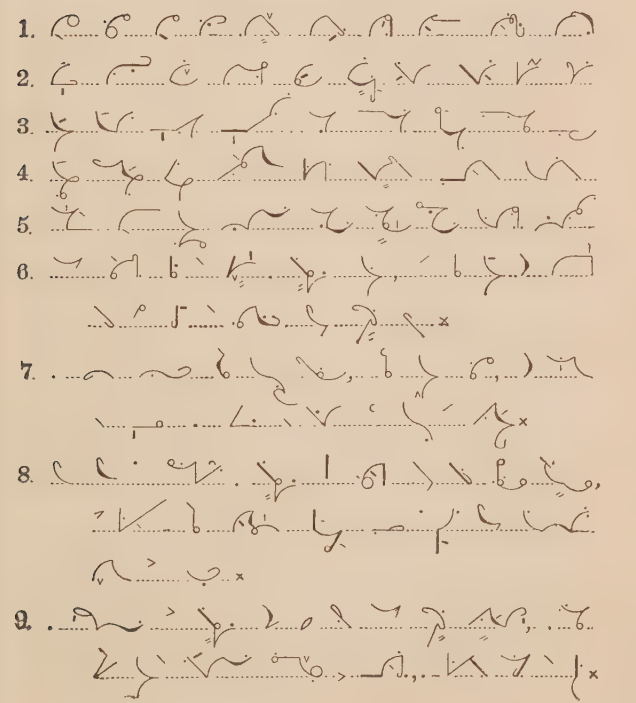
(*c*) After the strokes *n* and *ng*, *l* is written downward; thus, *Nell, Nelly; wrongly.*

(*d*) After a curve and a circle, *l* follows the same motion as the circle; thus, *fossil, thistle, nasal, Kingsley; Cecil, muscle.*

135. WHEN *L* IS A MEDIAL STROKE IN AN OUTLINE it is generally written upward, but either form is used to secure a good joining; thus,



Exercise 64.



Exercise 65.

1. Lie, lies, sly, slice, slices, steel, stolen, swallow, swallows, losses, lotion, solutions.
2. Alps, lapse, lisps, Alaska, loth, loafer, lore, Laura, locker, lusty, latch, ledge.
3. Alack lack, allocation, location, license, Allison, Lessing, lozenge, allonge, lessor.
4. Bale, billow, towel, dial, delay, chill, chilly, goal, gaol, sickly, file, Filey, veal, villa, dwell.
5. Canals, denial, frowningly, vessel, profusely, consul, loosely, mussel, saucily.
6. Tulip, envelope, unlucky, lucky, milling, pulling, spelling, sculling.

Exercise 66.

1. National life *was in* full tide *at-the* close *of-the* long reign *of* Elizabeth.
2. *The* relief *which-was* brought *by-the* defeat *of-the* Armada *was* followed *by an* era *of* literary activity full *of*-life.
3. Shakespeare's matchless tragedies *of* " Othello " *and* " King Lear " belong *to-this*-time, *and* likewise *the* songs *and* essays *of* Spenser *and* Sidney.
4. *In-the* daily life *of-the* nation, *our* age *and-the* Elizabethan show many changes *which come out* strikingly *in* relation *to* educational policy.
5. Then *they believed it-was* folly *for children to*-leave-*the* occupation *of-their* predecessors, *or to* aspire *to a high*er sphere *of*-life.
6. *To*-day *we-think-it* wise *to-give* educational facilities *to all* alike, making *it* possible *for those in a* low social scale *to*-rise *to one above.*

Summary.

1. When *l* is the only stroke in an outline
   - It is written upward.
2. When *l* is the first stroke in an outline
   - (*a*) Generally upward.
   - (*b*) Downward when preceded by a vowel and followed by a horizontal stroke not circled or hooked initially.
   - (*c*) In the same direction as the circle and curve it precedes.
3. When *l* is the last stroke in an outline
   - (*a*) Generally upward.
   - (*b*) Downward after and a straight upstroke if no vowel follows, upward if a vowel follows.
   - (*c*) Downward after the strokes *n*, *ng*.
   - (*d*) In the same direction as the curve and circle it follows.
4. When *l* is a medial stroke, it is written either upward or downward, whichever gives the better outline.

CHAPTER XXII.

COMPOUND CONSONANTS.

136. The signs for the representation of the compound consonants are formed as follows :—

137. (*a*) A *large* initial hook adds *w* to — and — ; thus, — *kw* (kwā), and — *gw* (gwā), as in the words *quick*, *guava*. After *kw* downward *l* is written if no vowel follows, upward if a vowel follows, as in *quill*, *quilly*. Circle *s* may be prefixed, as in *squall*.

(*b*) *Enlarging* the initial hook of ⌒ indicates the addition of the aspirate, thus, ⌒ *wh* (hwā), as in the words *whip*, *whirl*. Compare *ware*, *where* ; *weasel*, *whistle*.

(*c*) A *small* initial hook to ⌒ indicates *w* ; thus, ⌒ *wl* (wel) ; and a *large* initial hook to ⌒ indicates *wh*, thus, ⌒ *whl* (hwel). Both *wl* and *whl* are vocalized in the same way as ⌒ *sl* ; thus, *sill*, *Willie*, *whale*, *Whaley*. This initial hook must be read first. Therefore, if a vowel precedes *wh*, ⌒ must be written, as in *awhile*.

(*d*) *Thickening* a downward *l* adds *r*, thus. ⌒ *lr* (*ler*), which form may represent the syllables *ler*, *lar*, *lor*, *lour*. This sign is written in accordance with the rules for the use of downward *l* ; as in the words *full*, *fuller* ; *scholar*, *councillor*, *valour* ; but *boil*, *boiler* ; *miller*.

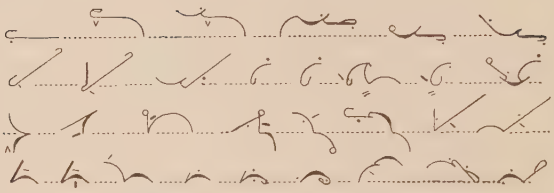
The sign ⌒ may not be used if a vowel follows, as in ⌒ *foolery.*

(*e*) *Thickening* ⌒ adds *er* only, thus, ⌒ *rer.* This form is used for the syllable *rer* in the derivatives of words taking downward *r*, as ⌒ *bare*, ⌒ *barer*; ⌒ *sharer*, ⌒ *fairer.* If a vowel other than *ĕ* occurs between the two *r's*, or if a vowel follows the second *r*, the separate signs must be employed, as in ⌒ *career*, ⌒ *orrery.* Tick *h* may be attached to ⌒ as in ⌒ *hirer*, ⌒ *hearer.*

(*f*) *Thickening* ⌒ adds *p* or *b*, thus, ⌒ *mp* (emp) or *mb* (emb), as ⌒ *pomp*, ⌒ *bamboo.* A vowel may precede or follow the sign; thus, ⌒ *impose*, ⌒ *emboss*; but the sign cannot be employed if a vowel occurs between the two consonants; thus, ⌒ *mop*, ⌒ *mob.* This sign may be initially hooked for *r*, or finally hooked for *n* and *shun*; thus, ⌒ *scamper*, ⌒ *dampen*, ⌒ *ambition.* When *r* or *l* immediately follows *mp* or *mb*, the sign for the compound consonant is not used; thus, ⌒ *empress*, but ⌒ *emperor*; ⌒ *employ*, but ⌒ *impel.* Tick *h* may be attached to ⌒, as in ⌒ *hemp*, ⌒ *humbug.*

138. Any of these signs for the compound consonants may be used medially, if a good joining results; thus, ⌒ *exquisite*, ⌒ *sanguinary*, ⌒ *nowhere*, ⌒ *unwieldy*, ⌒ *cogwheel*, ⌒ *scholarly*, ⌒ *shampooed.*

Exercise 67.



Exercise 68.

whether, *whither*; *will*; *while*;
important-ance, *improve-d-ment*;
impossible, *improves-ments*.

1. *The* flower *which-is* impressed *on-the* stamps *of-the* Japanese Empire, *is-the* national emblem.
2. *The* rivers *of* Japan *are too* impetuous *to be of any importance for* navigation, *but they* provide ample power *for* machinery *almost everywhere*.
3. *There-are* lakes *with very* impressive scenery, *and-the* hills *which* encircle *them are* well-known *for their* bamboo grass *and* wealth *of* gay lilies.
4. Moths *and* butterflies *of* exquisite colours *may-be*-seen *by-the* traveller *go whither he will; while, as you-may-be* aware, mosquitoes *are a* pest.
5. *Whether we* visit-*the* noisy thoroughfares *of-the* cities, *or-the* quieter villages, numerous temples arrest *the eye at every* turn.
6. Many *important improvements are* taking place *in* Japan, *and-it-is-impossible for-the* impartial observer *to* fail *to be an* admirer *of-its* aspiring *people*.

Summary

1. Table of compound consonants:—

Character.	*Name.*	*Letters.*	*As in*
⌒	kwā	QU	**qu**ick, re**qu**est
⌒	gwā	GU	**gu**ava, lin**gu**al
⌒	hwā	WH	**wh**ere, every-**wh**ere
⌒ (up)	wel	WL	**wa**il, un**well**
⌒ (up)	hwel	WHL	**wha**le, mean-**while**
⌒ (down)	ler	LR	fee**ler**, scho**lar**ly
⌒ (down)	rer	RR	poo**rer**, sha**rer**
⌒	{emp / emb}	MP, MB	ca**mp**, e**mb**alm

2. ⌒ and ⌒ are vocalized like ⌒ *sl.*
3. *Ler* and *rer* are used where downward *l* and downward *r* respectively may be used, but neither ⌒ nor ⌒ may be written if a vowel follows *r*.
4. ⌒ cannot be used when *r* or *l* immediately follows *mp* or *mb*, or if a vowel occurs between *mp*, *mb*.

CHAPTER XXIII.

THE HALVING PRINCIPLE. (*Section* 1.)

139. The halving principle explained below provides a simple means of indicating the very frequently occurring letters *t* and *d*, in accordance with the following rules :—

140. (*a*) Light strokes are made half their usual length to indicate the addition of *t* ; thus, *ape*, *aped* ; *pay*, *pate* ; *mow*, *moat* ; *spy*, *spite* ; *pray*, *prate*, *prates* ; *fry*, *fright* ; *fly*, *flight* ; *stray*, *strait*, *straits*.

(*b*) Heavy strokes are made half their usual length to indicate the addition of *d* ; thus, *ebb*, *ebbed* ; *bee*, *bead* ; *ease*, *eased* ; *sob*, *sobbed* ; *grey*, *grade*, *grades* ; *swagger*, *swaggered*.

(*c*) Vowel-signs to halved forms are read next to the primary stroke ; thus, *off*, *oft* ; *fee*, *feet* ; *glue*, *glued* ; *seeker*, *secret* ; and circle *s* at the end of a halved stroke is always read last, that is, after the *t* or *d* indicated by halving ; thus, *coat*, *coats* ; *street*, *streets*.

(*d*) A stroke may be halved for either *t* or *d* : (1) When it has a final hook or a finally-joined diphthong, the *t* or *d* being read immediately after

the hook or diphthong, as in *paint* or *pained*; *tents* or *tends*; *cautioned*; *mounts* or *mounds*; *Prout* or *proud*; *doubt*; and (2) Generally in words of more than one syllable, as in *rapid*, *rabbit*, *supplied*.

141. (*a*) A final vowel must be preceded by a full stroke; thus, *pit*, *pity*; *guilt*, *guilty*; *greed*, *greedy*; *Nat*, *natty*.

(*b*) When a triphone immediately precedes *t* or *d*, the halving principle is not employed; thus, *fiat*, *quiet*, *diadem*.

(*c*) The *t* or *d* is also written fully for the sake of distinction in a few other words; thus, *sacred*, to distinguish from *secret*, *inevitable*, to distinguish from *unavoidable*.

142. (*a*) Half-length *h* standing alone with or without a final circle or hook, is always written upward; thus, *height*, *heights*; *hunt*, *hunts*; *haft*, *hafts*.

(*b*) The half-length *r* [⌐] must not be written alone, or with final circle *s* only [⌐] added; therefore, in such words as *right*, *rights*, the stroke *t* must be written. The reason for this is to prevent clashing between *rt* and the sign for *and* or *should*, and between *rts* and the sign for *and-is*. Such words as *rents*, *rifts*, are written with a half-length form.

Exercise 69.

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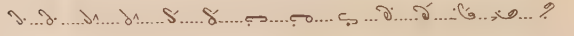
3. 
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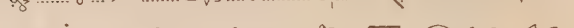
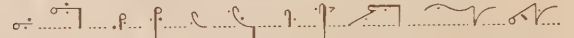
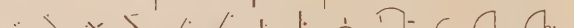
5. 
6. 
7. 
8.

Exercise 70.

quite, could; accord-ing, according to, cart, cared; guard, great; greatest; called, equalled, cold; gold.

1. *Our* new *cold* storage business *has-been-the greatest* success, *and-the*-profits *have quite equalled those of*-last-*year.*
2. *According-to all* accounts *there-is a great* demand *for* nut butters *at*-present, *but it-is difficult to see* where-*the* attraction *is for-the* British investor.
3. *We-are of-one accord as-to-the* excellence *of-the* article *in-the* "Scotsman," *which* shows *how-the* present increase *in-the gold* supply affects *the* prices *of all* food-stuffs.
4. *The* dealer *called on us* last night, *and*-said *he-could* quote *us a* good-price *for-the cart and-the guards if-we cared to*-sell *them.*

Summary.

1. Light strokes are halved to indicate the addition of *t*; heavy strokes are halved to indicate the addition of *d*.
2. Vowel-signs to halved forms are read next to the primary stroke.
3. A stroke may be halved for either *t* or *d*:—(*a*) When it has a final hook or a finally-joined diphthong; (*b*) Generally in words of more than one syllable.
4. The halving principle is not applied when a word ends with a vowel, when *t* or *d* is immediately preceded by a triphone, and in a few other cases where the fuller form is necessary to secure distinction of outline.
5. Half-length *h* standing alone, with or without a final circle or hook, is always written upward; half-length upward *r* must not be written alone, or with a final circle *s* only added.

CHAPTER XXIV.

THE HALVING PRINCIPLE. (*Section* 2.)

143. (*a*) The four strokes ⌒ ⌣ ◜ ◝ which are halved to express the addition of *t*, are also halved and thickened to indicate the addition of *d*; thus, ⌒ *md*, ⌣ *nd*, ◜ *ld* (down), ◝ *rd*, as in the words *mate*, *made*; *aimed*, *timid*; *neat*, *need*, *end*; *old*, *aired*.

(*b*) The form ◜ occurring alone must not be circled, looped or hooked, nor may the tick *h* be prefixed to the sign; therefore, *old*, but *sold*, *styled*, *hold*; the sign ◝ when standing alone may have an initial attachment, as in *sword*, *sward*, *stirred*, *herd*, *herds*.

(*c*) The forms ◜ *ld*, ◝ *rd*, are not used if a vowel comes between *l-d* or *r-d*; thus, *pallid*, but *paled*; *tarried*, but *tarred*.

144. (*a*) The signs ◜ *ler*, ◝ *rer*, are never halved to represent the syllables *-lerd*, *-rerd* respectively, because the forms ◜ ◝ are used for representing *ld*, *rd*, as explained in the preceding paragraph.

(*b*) The strokes ⌒ *mp*, *mb*, ⌣ *ng* cannot be halved for the addition of either *t* or *d*, unless they are hooked initially or finally; thus, *impute*, *imbued*, *belonged*; but *hampered*, *rampart*, *lingered*, *impugned*, *dampened*.

145. (*a*) *Rt* is generally written upward; thus, *part*, *dart*, *fort*; and *lt* is written upward, except after *n*, *ng*; thus, *belt*, *melt*, *quilt*, but *knelt*, *ringlet*; *lt* is written downward after *w*, if no vowel follows the *l*; thus, *dwelt*, *twilight*.

(*b*) *Lt* and *rt* may be used medially and finally for *ld* and *rd* respectively, when it is not convenient to write and ; thus, *quarrelled*, *lard*, *coloured*, *geared*, *officered*, *preferred*; *mild*, but *mildly*, *mildness*; *cord*, but *cordage*.

(*c*) The sign may be used for the syllables *ward*, *wart*, *wort*, as in *forward*, *stalwart*, *mugwort*; the sign may be used for the syllable *yard*, as in *brickyard*. *sailyard*.

(*d*) After the *shun* hook, *st* may be written downward or upward; thus, *protectionist*, *progressionist*, *liberationist*.

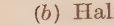
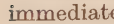
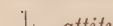
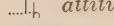
146. STROKES OF UNEQUAL LENGTH. (*a*) Two strokes of unequal length must not be joined unless there is an angle at the point of junction, or unless, in the case of curves, the difference of thickness clearly shows the inequality of length; thus, *tacked*, *intent*, *ford*, *named*. If neither of these conditions is present, a fuller outline must be written, as in *propped*.

judged, *fact,* *looked,* *minute,*

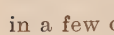
 fagged, *thickened,* *dwarfed.*

(*b*) Half-sized *t* or *d* is always disjoined when immediately following the strokes *t* or *d;* thus, *attitude,* *treated,* *dreaded,* *credited.* The half-sized stroke is also disjoined in a few other cases, as *aptness,* *tightness,* *hesitatingly.*

(*c*) In past tenses *-ted* or *-ded* is always indicated by half-length *t* or *d* respectively; thus, *parted,* *braided,* *coated,* *graded.*

(*d*) When the past tense *-ted* or *-ded* is immediately preceded by *n* or *f*, the hook *n* or *f* is written only when a decidedly better outline is thereby secured; thus,  *plant,* *planted;* *draft,* *drafted;*  *front,* *fronted;* but *print,* *printed;*  *acquaint,* *acquainted;* *rent,* *rented;*  *waft,* *wafted.*

147. The halving principle is employed in phraseography as follows:—

(*a*) For the word *it*, as in  *if it,* *if it is;* (*b*) *not*, as in *I am not,* *you may not,* *I will not;* (*c*) *word* and *would* by as in *this word,* *we would be;* and (*d*) in a phrase like *at all times.*

Exercise 71.

cannot; gentleman, gentlemen; happened; particular, opportunity; child; not.

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3.
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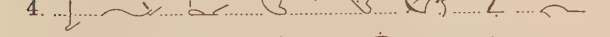
6. 
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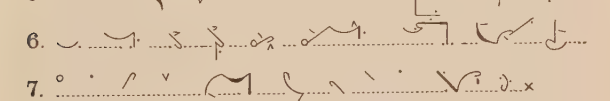
8. 
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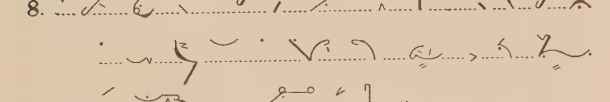
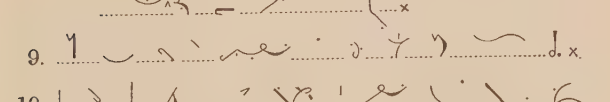
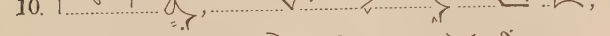
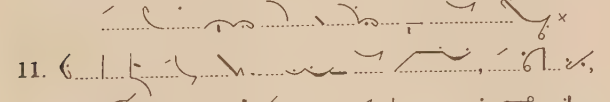
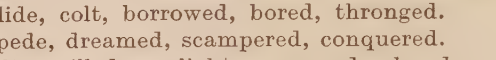
10. 
11. 
12. 
13. 

Exercise 72.

1. Amid, signed, doled, dazzled, sailed, heard.
2. Collide, colt, borrowed, bored, thronged.
3. Impede, dreamed, scampered, conquered.
4. Quilt, quilled, sunlight, answered, glared.
5. Reward, toothwort, dockyard, salvationist.
6. Chatted, treated, pathetic, flared, deadness.
7. Liken, likened, exported, shunted, trended.

Exercise 73.



build-ing, able to; told, tell it, till it; tried, trade; towards; chaired, cheered; had not, do not; did not; that, without; you are not; you were not.

1. *We-shall-be-able-to* erect *the building in*-time *for-the Trade* Exhibition *towards-the* end *of next year, according-to our* promise.
2. *You-are-not* wrong *in* supposing *that-the*-machine *is an* infringement *of-our* patent, *and-we-shall* certainly take proceedings against *them without* delay *to*-prevent *any* encroachment *on-our* rights.
3. *You*-were-*not told-the* syndicate *will build the* hall *and* appoint *you* resident secretary.
4. *He tried to*-find *out if-it*-were possible *to-have-the* estimate revised, *but he did-not* hope *for any great* reduction.
5. *We-think we-have a* legal right *to-the* sole use *of-this*-word *as our trade*-mark, *and shall* defend *our* right *till-it is* decided *other*wise *by-the* law *of-the* land.
6. *I* heard *them tell-it to-the* hero *who-was chaired, while-the* crowd *cheered, and-the* band played, "*See-the* conquering hero *comes.*"

Exercise 74—Revisionary.

[Containing all the logograms given at the head of Exercises 55-73 inclusive.]

1. *A generalization on a particular subject may give satisfaction* sometimes, *but very often it-has-no justification in* fact.
2. *You-should* take-*the opportunity of* attending *this important* gathering, *as you would-be-able-to* acquire *a great*-deal *of information on-the subjection of-this*-nation.
3. *Its signification to-this generation is that-it* illustrates *the* necessity *for* taking action *for-the improvement of-the people.*
4. *The* society's results *have cheered us, for they have-not-been equalled by other* bodies *which cared for-the* poor *during-the cold* season.
5. Issues *of-the greatest importance* depend *on whether Mr.* Watson *will* succeed *at-the by*-election *at* Sheffield, *whither I go on*-Saturday *according-to* present arrangements, *and-I* hope *to see him chaired.*
6. *The guard could-not* enlighten-*the* detectives, *who called-upon him, on-the* robbery *of-the gold, for all he told them was already* known.
7. *Towards-the* end *of-the* autumn *the building-trade happened to be very* brisk *and* well ahead *of-the* average *of-the* last few *years.*
8. *We* certainly *tried to*-finish *the cart by-the* time *you*-required *it, but, while we* did *our* utmost, *it-was quite impossible.*
9. *Those-who-have* made *a subjective* study *of child* life admit *that* present methods *are-not in-accord with-the* views *of-the* best educationists.
10. *We-cannot* hope *to*-mix *with gentlemen if-we-are without-the*-manners *of a gentleman.*

Summary.

1. The four strokes ⌒ ⌣ ⌐ ¬ are halved and thickened for the addition of *d*.
2. The thickened forms ⌐ ¬ are not used if a vowel comes between *l-d*, *r-d*.
3. *Ler* and *rer* are never halved; *mp* and *ng* may be halved when initially or finally hooked.
4. *Rt* is generally written upward; *lt* is written upward, except after *n*, *ng*; after *w* *lt* is written downward if no vowel follows *l*.
5. *Lt* and *rt*, both upward, may be used medially and finally for *ld* and *rd* respectively.
6. The terminations *ward*, *wart*, *wort* may be expressed by ⌒ and *yard* by ⌒
7. The half-length) *st* may be written downward or upward after *shun*.
8. Two strokes of unequal length must not be joined unless there is an angle at the point of junction, or unless, in the case of curves, the difference of thickness clearly shows the inequality of length.
9. Half-sized *t* or *d* is always disjoined when immediately following the strokes *t* or *d*.
10. In past tenses *-ted* or *-ded* is always indicated by half-length *t* or *d* respectively.
11. When the past tense *-ted* or *-ded* is immediately preceded by *n* or *f*, the hook *n* or *f* is written only when a decidedly better outline is thereby secured.
12. The halving principle is used in phraseography to represent *it*, *not*, *word*, *would*.

CHAPTER XXV.

THE DOUBLING PRINCIPLE.

148. The halving principle is employed for the indication of the letters *t* or *d*. The doubling principle, that is, the writing of a stroke twice its usual length, is used for the indication of an added *syllable* or *word*.

149. Strokes are doubled in length to indicate the addition of the syllables *tr*, *dr* or *THr* :—

(*a*) Curves, as in *fie*, *fighter*; *flow*, *floater*; *matter* or *madder*; *shutter* or *shudder*; *ardour*: *father*. The rule may be extended to such words as *central*, *enteric*, *tartaric*, *federal*;

(*b*) Straight strokes initially circled or finally hooked, or with a finally-joined diphthong, or when following another stroke, as in *sceptre*, *spider*, *sector*, *scatter*; *pointer*, *ponder*; *pewter*, *powder*; *nectar*, *debater*, *foreboder*; but *gather*, *weather*, *patter*, *patters*, *platters*.

(*c*) Words with the light sound of *thr* are written with the hooked form, as in *Arthur,* *anther,* *panther.*

150. (*a*) The stroke *l*, standing alone, or with only a final circle attached, is doubled for *tr* only; thus, *later,* *letters;* but *older,* *leather,* *Luther.* With this exception *l* is doubled to indicate the additions enumerated in par. 149; thus, *slider,* *holder,* *lender,* *slender,* *bolder,* *milder,* *wash-leather.*

(*b*) The sign is doubled in length to indicate the addition of *r;* thus, *mpr, mbr,* as in *pamper,* *timber;* but when finally hooked it may be doubled in length for *dr*, as in *impounder,* *imponderable.*

(*c*) The sign is doubled in length to indicate the addition of *kr* or *gr;* thus, *ng-kr, ng-gr,* as in *shrinker,* *longer.* It is, however, generally more convenient to use the hooked signs and for verbs, because these forms can be readily halved to represent the past tense; thus, *scamper,* *scampered;* *conquer,* *conquered.*

(*d*) The hooked forms and may be doubled in length for the addition of the syllable *er;* thus, *lumber,* *lumberer;* *linger,* *lingerer.*

(*e*) A stroke which may be doubled for the addition of *tr*, *dr*, *THr*, may be doubled for the addition of *-ture* in common words where there is no likelihood of the added syllable being read as *-tor*; thus, *feature*, *signature*, *debenture*, *picture*.

151. When the present tense of a verb is written with the doubling principle, the past tense is written with the halving principle; thus, *matter*, *mattered*; *slaughter*, *slaughtered*; *pamper*, *pampered*; *tender*, *tendered*; *render*, *rendered*.

152. (*a*) A final vowel cannot be immediately preceded by a double-length form; thus, *flatter*, but *flattery*; *winter*, but *wintry*; *sunder*, but *sundry*; *feather*, but *feathery*.

(*b*) Circle *s* at the end of a double-length character is read *last*; thus, *feather*, *feathers*; *tender*, *tenders*; *rafter*, *rafters*.

153. In accordance with the preceding rules, the doubling principle is employed in phraseography for the indication of the words *their*, *there*; thus,

(*a*) In stroke logograms, as in *in*, *in their*; *upon their*, *can be there*, *has to be there*;

(*b*) In outlines that are not logograms, as in *I have seen their*, *to make their*.

Exercise 75.

therefore ; *sent* ; *met*, *meeting* ;

third ; *short* ; *spirit* ; *somewhat*.

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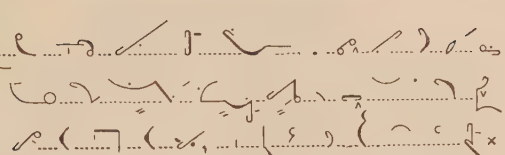
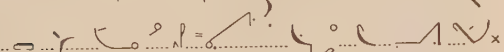
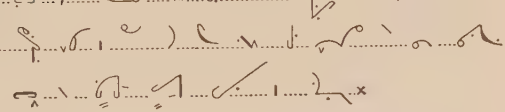
12. 

13. 

14. 

Exercise 76.

1. Flatter, thither, aster, voters, enters, neuter, shooter, sorters.
2. Fender, lavender, shedder, feeders, godfather, Netherlands.
3. Anthers, Arthur's, centralisation, dysenteric, federalist.
4. Bidder, spider, better, plotter, spotter, sector, painter, winter, detractor, curator, amateur.
5. Litre, litres, louder, Lowther, builder, cylinder, gilder, chambermaid, distemper, sinker, singer, hunger, hungered, hanger, whimperer, conqueror.
6. Picture-frame, adventure, adventuresome.
7. Mutter, muttered, wanderer, wandered, temper, tempered, alter, altered, shatter, shattered.
8. Pander, pantry, seconder, secondary, voter, votary, hunter, huntress, cinder, cindery, enter, entry.
9. *I*-take, *I*-take-*their*, *I-will-be*, *I-will-be-there*, *you-will-have*-seen, *you-will-have*-seen-*their*.

Exercise 77.

hand, *under*; *yard*, *word*;

rather, *writer*; *wonderful-ly*.

1. *We-have to hand a* copy *of-the*-price-lists *of* Messrs. Crowder *and* Chater, wholesale agents, *of* Potter's *Yard*, Sunderland, *and it gives us pleasure to* indicate some *of-their* leading features *of* motor cycle equipment *for next* season.
2. *A new* centring belt drill *is sure to*-receive favourable criticism, *and* also *a* belt cutter *which* takes-*the* form *of a* guillotine, *under which* name *it-is*-known *and* sold.
3. *In-their*-new speedometer *the* indicator *can-be* readily reset, *and a* model *is* also made *to-give* speeds *in* kilometers per *hour*.
4. *A* well-known *writer on* motors *speaks rather* favourably *of-these* speedometers *which he-thinks are wonderful* value *for-the* money.
5. Another feature *is an* exhaust siren *which-can-be* fitted *to any* machine, *and-which-has a* note like-*the* ordinary mouth siren, *but* naturally *much* louder.
6. Protectors made *of*-wood, *for* valves *and* plugs, *and a* leather waist belt form-*their very*-latest additions, *and no words of-ours can* praise *them too high*ly.
7. *There-is a* tool bag provided *with a* patent spring clip, *and a* weatherproof black leather case *with* lamp *and* reflector.
8. *We-have*-seen-*their* excellent range *of* tubular spanners *which* telescope into *one* another, *and a* tommy bar *is* carried *in-the*-centre.
9. Finally, *we must* mention *a* new petrol filter, *a* solar generator, *and a* novel lamp holder.

Summary.

1. Doubling of strokes is applied
   - (*a*) To curves, and to straight strokes circled initially, hooked finally, with a finally-joined diphthong, or following another stroke, for *tr*, *dr*, *THr*.
   - (*b*) To *l* alone, or with only a final circle attached, for *tr* only.
   - (*c*) To *mp* for *r*; to *ng* for *kr*, *gr*; to *mpr*, *ngr*, for *er*.
   - (*d*) To a few common words in *-ture*.
2. When the present tense form of a verb is written with the doubling principle, the past tense form is written with the halving principle.
3. A final vowel cannot be immediately preceded by a double-length form; a circle *s* at the end of a double-length form is always read last.
4. In phraseography, stroke logograms and outlines that are not logograms are doubled for the addition of *their*, *there*.

CHAPTER XXVI.

VOCALIZATION OF DOUBLE CONSONANTS.

154. The forms hooked for *r* or *l* provide very compact and legible outlines, and on this account they are very largely used. In paragraph 92 it is stated that these hooked forms may be considered as representing syllables in such words as ter*minus*, thir*sty*, *develop*, where the syllables contain a second-place short dot vowel. It is, however, frequently an advantage to use the hooked forms when vowels, other than second-place short vowels, intervene between a consonant and *r* or *l*, the intervening vowels being indicated as follows :—

155. (*a*) An intervening dot vowel, long or short, is indicated by writing a small circle after the hooked form; thus, *darkness*, *gnarl*, *carpet*, *mutineer*.

(*b*) An intervening stroke vowel or a diphthong is expressed by striking the sign through the hooked form in the first, second, or third vowel-place, according to the vowel or diphthong to be expressed; thus, *culture*, *portray*, *vulnerable*, *temperature*.

(*c*) When an initial or final hook or circle would interfere with the intersection of the vowel-sign, the latter may be written at the beginning of the stroke for a first-place vowel or diphthong, and at the end for a third-place vowel or diphthong, thus, *dormant*, *regulation*; also, when the

general rule of placing the circle is awkward of application, the circle may be written before the stroke; thus, *flashily.*

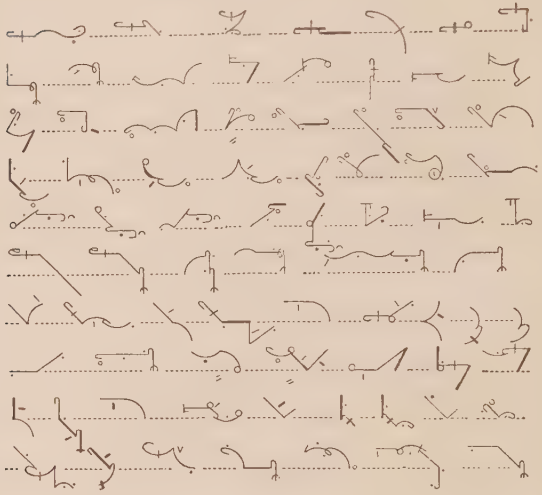
156. (*a*) With the exception of a few words such as *nurse*, *curve*, the initially-hooked strokes are not used in monosyllables when *r* or *l* is separated from the preceding consonant by a vowel; thus, *pair*, *deer*, *pale.*

(*b*) The consonants *chr*, *jr*, *vr*, *mr*, *nr*, *tl*, *dl*, *chl*, *jl*, *vl*, *shl*, *nl*, as in *germ*, *mer*cantile, *tele*phone, *deli*cate, *Chel*sea, etc., do not occur initially in English without an intervening vowel, which is generally the short vowel *ĕ;* therefore, the hooked forms for these combinations may be used initially and left unvocalized in such words without loss of legibility; thus, *germ*, *mercantile*, *telephone*, *delicate*, *Chelsea*, When, however, a diphthong, or a vowel other than *ĕ* intervenes, the hooked forms are vocalized, as *chilblain*, *tolerable*, *nullify*, *divulge.*

(*c*) It will generally be more convenient to employ the initially-hooked forms in words of three or more consonants; thus, *perturb*, *experiment*, *pyramid*, *categorical*, *allegorical*, *hemisphere*, *forgery.*

(*d*) The methods of vocalizing the double consonants provide the writer with an additional means of distinguishing words in *-tor* from words in *-ture;* thus, *captor*, *capture.*

Exercise 78.



Exercise 79.

1. Garden, charm, sharpen, cartridge, scrutineer, palpitation, pilgrimage, telegraph.
2. Culvert, burglar, discourse, curtains, before, culminate, recourse, morality.
3. Puncture, imposture, formerly, nursery.
4. Calculation, shorten, Norman, enormous.
5. Per, permit, curb, carbons, scar, scare, scurry.
6. Vale, filter, filature, revolter, reveal, rifle.
7. Cultivate, colonization, carpenter, department, engineering, fur, furnace.
8. Barometer, kernel, pyramid, tolerance, church, purple, fixture, dell, delegate, pore, porcelain, shell, oyster-shell.

Exercise 80.

—e— school, —e— schooled.

1. George *the Third was* known *as* "Farmer George," *and in* early life *he-was-not* well *schooled in important*-matters *for-his* tutors were *of-the* wrong *school of*-thinkers *for* educating *a* future king.
2. Thackeray says *they* might *have improved the* prince's taste *and* taught *his* perceptions some generosity, *but he did-not* delight *in* studies calculated *to* develop *his* mind.
3. *Lord* North *was one of-the* King's chief ministers *for*-many-*years*, *during which* time *we* lost *the* American colonies, *largely owing to-the* intolerance *of-the* monarch.
4. Bonaparte's challenge *to-the liberty of-the* nations *of* Europe *called* forth enormous sacrifices *from our* forefathers, until *the* famous Corsican *was* incarcerated *in* St. Helena.
5. *In-the* course *of-this* political ferment *the* records *of*-history furnish *us with* numerous names *and* events, *the* recollection *of-which* fills *our* hearts *with a* national pride. *The* battles *of-the* Nile *and* Trafalgar; *the* death *of* Moore *at* Corunna; *and-the* culmination *of* Wellington's triumphs—*all-these and* many *more tell of-the* courage *of-great* leaders *and* brave men belonging *to-the* nations *of* Europe.
6. *The* absence *of so*-many men *on* naval *and* military duties laid *the* chilling *hand of* poverty *on-the* land; corn *was above* eighty shillings per quarter; *and-the*-turmoil *of* riots followed *the* invention *of* machinery due *to-the* experimenting *of*-some *of-the* cleverest engineers *of-the* age.

Summary.

1. An intervening vowel between a stroke and a hook *r* or *l* is shown as follows :—

   (*a*) Dot vowels, by a small circle placed after the hooked form.

   (*b*) Stroke vowels and diphthongs, by intersecting the sign, or writing it at the beginning or end of a form.

2. With few exceptions the separate strokes are written for monosyllables.

3. The hooked forms are used initially for syllables and generally in words of three or more consonants.

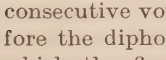
4. Pairs of words ending in *-ture* and *-tor* are distinguished by writing the hooked form for those ending in *-ture*.

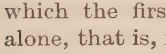
CHAPTER XXVII.

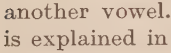
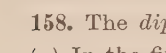
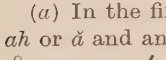
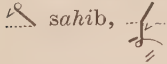
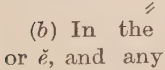
DIPHONIC OR TWO-VOWEL SIGNS.

157. In many words two vowels occur consecutively, each being separately pronounced. To represent these, special signs have been provided called *diphones* (from the Greek *di* = double, and *phōnē* = a sound). In most instances, the first of the two consecutive vowels is the more important, and therefore the diphonic sign is written in the vowel-place which the first vowel would take if this occurred alone, that is, if it were not followed immediately by another vowel. The method of using the *diphones* is explained in the following rules.

158. The *diphone* ˅ is written as follows:—

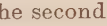
(*a*) In the first vowel-place to represent the vowel *ah* or *ă* and any vowel immediately following; thus,  *sahib*, Jud*aism*, ultr*aist*;

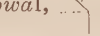
(*b*) In the second vowel-place to represent *ā* or *ĕ*, and any vowel immediately following; thus,  l*ayer*, l*aity*, betr*ayal*, surv*eyor*;

(*c*) In the third vowel-place to represent *ē* or *ĭ* and any vowel immediately following; thus,  r*eal*, r*eality*, re-enter, am*iable*,  me*ander*, ge*ography*, ge*ographical*,  champ*ion*, heav*iest*, bur*ying*,  glor*ious*, cre*ator*, cre*ation*, ser*ial*,  ser*ious*.

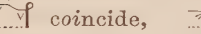
159. The *diphone* ˈ is written as follows:—

(*a*) In the first vowel-place to represent *aw* and any vowel immediately following; thus, flaw*y*, draw*er*, draw*ings*, caw*ing*;

(*b*) In the second vowel-place to represent *ō* and any vowel immediately following; thus, show*y*, best*owal*, poet, poet*ical*, co*ercion*, co*incide*, co*incident*,  hero*ic*, hero*ism*;

(*c*) In the third vowel-place to represent *ōō* and any vowel immediately following; thus, br*uin*, br*ewery*, Lou*isa*, Le*wis*, tr*uant*, Dr*uid*, Dr*uidical*,  sho*eing*, hall*ooing*.

Exercise 81.

1. 
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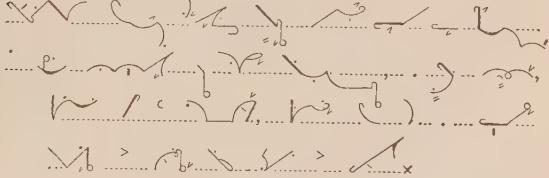
9. 

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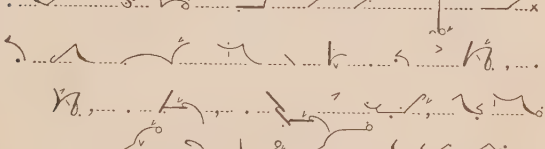
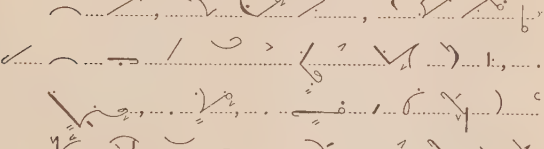
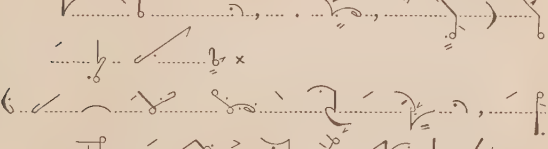
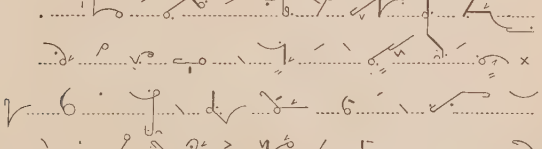
11. 

12. 

13. 

14. 

Exercise 82.

1. Serai, bayonet, Judaic, payable, prosaic, clayey, purveyor, gaiety.
2. Agreeable, theatre, deity, theory, reinvest, re-enter, theoretical, Crimea, Judea, hurrying, varying, wearying, journeying.
3. Experience, oblivion, odium, illustrious, acquiesce, appreciation, lenient.
4. Coalesce, knowable, lowest, sower, poetry, stoic, egoism, billowy.
5. Fluid, fluent, shoeing, permeate, theist, atheist, undoing.

Exercise 83.

1. Meteorites *or* aerolites, masses *of* mineral matter *which-have* reached *the* earth's surface *from* outer space, *are* among-*the* mysterious *things of* science.
2. *There-are* many theories *as to-their* origin, *a* brilliant Austrian being-*the first to-suggest a* volcanic origin; *and* certainly *when-we-think of-the* effects *of-the* activities *of* Vesuvius, *we-can* appreciate *his* arguments, *though they-have-been* disputed *by* eminent authorities.
3. Among-*the* elements found *in* meteorites *are* aluminium, calcium *and* magnesium, *and-these* aerial visitors *are almost* invariably covered *with a* crust such-*as would-be* due *to-the* intense heating *of-the*-material.
4. *At* Mecca, *in* Arabia, *there-is a* stone said *to be of* meteoric origin, built into-*the* corner *of-the* shrine *towards which-the* Mahometans turn *when at* prayer.

Summary.

Place	Value of the Diphone ˇ	Place	Value of the Diphone ˊ
1	*ah* or *ă* + any vowel	1	*aw* + any vowel
2	*ā* or *ĕ* ditto	2	*ō* ditto
3	*ē* or *ĭ* ditto	3	*ōō* ditto

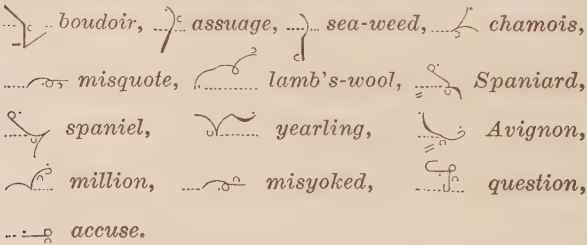
CHAPTER XXVIII.

W AND *Y* DIPHTHONGS.

160. When the sound of *w* or *y* (or *ĭ*) is followed by a vowel, long or short, and a *diphthong* is formed, it is represented by a small semicircle; thus,

wah		waw	yah		yaw
wā		wō	yā		yō
wē		wo͞o	yē		yo͞o

161. The semicircle is written in the place which the vowel forming the second element in the diphthong would take if it occurred alone; thus,



boudoir, assuage, sea-weed, chamois, misquote, lamb's-wool, Spaniard, spaniel, yearling, Avignon, million, misyoked, question, accuse.

162. (*a*) The semicircle is employed to represent a *diphthong* only, as in *spaniel*, where the *ĭ* and *ĕ* are combined into the sound of *yĕ*; thus, *span-yel.* Further examples are the following: *poniard* = pon-*yard*, *bullion* = bull-*yun*, *fustian* = fust-*yan*, *banian* = ban-*yan*, *dominion* = do-min-*yun*, *pavilion* = pa-vil-*yun.*

(*b*) The semicircles and their uses will be better remembered if the student observes that the SIDES of the circle represent the *w* diphthongs, and the lower and upper halves represent the *y* diphthongs.

163. The initial use of these signs is not recommended except in a few cases to avoid a long or an awkward outline, as in *Yarmouth*, *Euphrates*, *eureka*, *usury*; and in *work* and *worm* and their derivatives, and in the compounds of *with*, as in *withdrawal*, *withstood*, *withal*, *withhold*. In other cases the strokes *w* or *y*, or the joined signs, as indicated in the following paragraph, should be used. Hence we write *weep*, *unit*, *Wednesday*, *Euston*, *Yule*, *yield*, *yearn*.

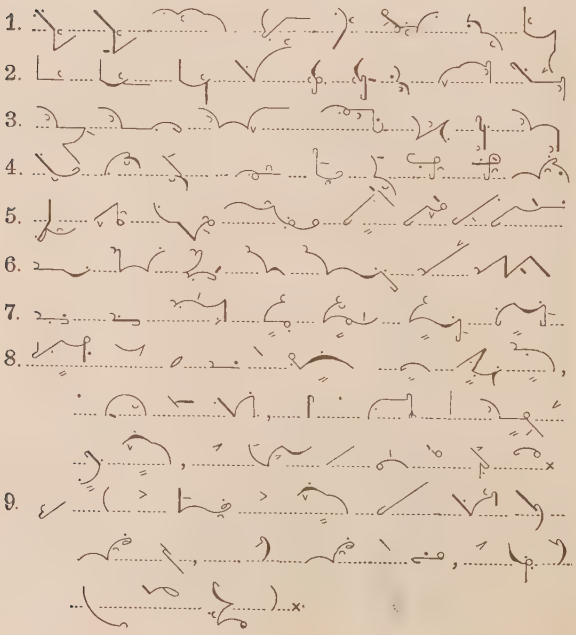
164. (*a*) The right semicircle for *waw* or *wŏ* may be joined to — as in *walk*, *warm*, *warn*, *water*, *watcher*, *washer*, *Walmsley*, *wampum*.

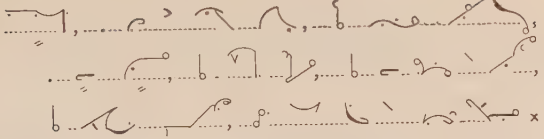
(*b*) The right semicircle is also prefixed to — as an abbreviation for *w*; thus, *woke*, *wig*, *women*, *Wimpole*.

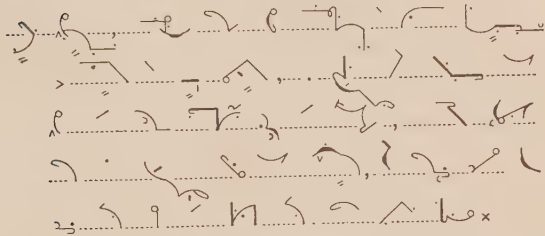
(*c*) In proper names, the left semicircle is prefixed to downward *l*, as an abbreviation for *wĭ*; thus, *William*, *Wilks*, *Wilson*.

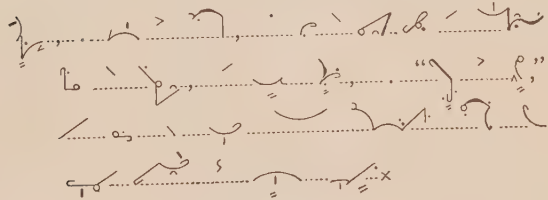
165. The joined initial semicircle is always read first, so that the abbreviated form of *w* cannot be employed in words commencing with a vowel; compare *wake* and *awake*; *woke* and *awoke*.

Exercise 84.



10. 

11. 

12. 

Exercise 85.

1. Beeswax, memoirs, frequent, farewell, twelve, subsequence, Cromwell, Bothwell.
2. Dwindled, earwig, herewith, Pickwick, withhold, bewildering, Hardwick.
3. Twaddle, Cornwall, worker, *over*work, misquoted, Eastwood, Wandsworth.
4. Fustian, halliard, bullion, onion, cañon.
5. Emu, occupation, stipulation, obtuse.
6. Water-lily, warp, warmly, walker, wax, wags, wimple, Wimbledon, Wigan.
7. Wilkin, Williams, Welton, weary, yarn, Una.

Exercise 86.

Messrs. Cromwell & Warbeck.
Wentworth.

Dear-Sirs,

We-thank-you for-your-letter *of*-last week *and we-are* looking into-*the* matter forthwith. *We* hope *that-the* flow *of* water into-*the* workings *may* dwindle away *with-the* advent *of-the* dry weather, *and-that-the* trouble *may* cease *of-itself*. *In-any*-case, *you-may*-rely *upon us to-do all-that-we-can to* stop-*the* nuisance *in*-question. *We-have* already *told our* engineer, *Mr.* Walter Tweedie, *to* make close enquiry into-*the* case, *and-we-thank-you* again *for-the* kindly *way in-which-you have* warned *us of-the* possible loss both *to-ourselves and to-you.*

Yours-truly,
Wiggins *and* Ward.

Exercise 87.

Messrs. Wakeman & Bridgewater.

Dear-Sirs,

We-are-pleased *to know that-you do-not-think us* blameworthy *for-the* delay *in-the delivery of-the* fustian. *As you-are*-aware, *the* work *was put in-hand with Mr.* Walmsley, *our* Works Manager, *within a* few *hours of-the* receipt *of-the* order, *and, but for-the* break*down at-the* mill, *the* goods *would-have-been delivered in*-due time. Fortunately such accidents *are* infrequent. *This was* serious *to-ourselves and to-our hands, who-are* paid *on* piece-work terms.

Yours-truly,
Warren *and* Wilson.

Summary.

1. A diphthong formed by the union of *w* or *y* (or *ĭ*) and a long or short vowel is represented by a semicircle.
2. The semicircle is generally employed medially; initially it is only used to avoid a long or an awkward outline.
3. The right semicircle may be joined for *waw*, *wŏ* to — ; for *w* to — — ⌒ ⌒ ; and the left semicircle in a few proper names to downward *l*.
4. When a vowel precedes *w* the stroke must be used.

CHAPTER XXIX.

PREFIXES.

166. Most of the prefixes and suffixes in the English language can be represented by facile outlines written in full according to the ordinary rules of the system. In a few instances, however, they are more conveniently represented by abbreviated forms.

167. (*a*) The prefix *com-* or *con-* occurring initially is expressed by a light dot written immediately before the commencement of the following stroke; thus, com*bine*, con*gratulate*, com*pel*, con*form*. Where two *m's* or two *n's* occur in the common spelling, both letters are represented by the dot; thus, comm*it*, comm*unity*, conn*ect*. In the following and a few similar words, clearer outlines are obtained by writing the prefixes fully: *commotion*, *commission*, *commiserate*, *consul*, *connote*.

(*b*) Medial *com-*, *con-*, *cum-*, or *cog-*, either in a word or in a phrase, may be indicated by disjoining the form immediately following the *com-*, etc.; thus, *incompetent*, *uncontrolled*, *circumference*, *recognise*, *in compliance*, *by consent*, *I am content*. This method is not

employed after a dot logogram, but it may be used after a dash logogram when this is written upward; thus, *and* con*firmed*, *should* com*mence*, *and is* con*fident*, *on the* con*firmation*; but *state of the* com*pany*, *a case of* com*pulsion*.

(*c*) *Accom-* is represented by — *k*, joined or disjoined; thus, accom*modation*, accom*pany*.

168. *Enter*, *inter*, or *intro-* is expressed by ⌣ *nt* disjoined, or joined when an easy outline is secured; thus, inter*lock*, intro*spect*, enter*tain*, inter*fere*, intro*duce*.

169. *Magna-*, *magne-*, or *magni-* is expressed by a disjoined ⌒ *m*; thus, magna*nimity* magne*tize*, magni*fy*.

170. *Trans-* may be contracted by omitting the *n*; thus, *transfer*, *transmit*, *transgression*; but sometimes the full outline is preferable, as *transcend*, *transept*.

171. (*a*) *Self-* is represented by a disjoined circle *s* written close to the following stroke in the second vowel-place; thus, self-*defence*, self-*made*.

(*b*) *Self-con-* or *self-com-* is indicated by a disjoined circle *s* written in the position of the *con* dot; thus, self-con*trol*, self-com*placency*.

172. (*a*) *In-* before the circled strokes is expressed by a small hook written in the same direction as the circle; thus, as in in*spiration*, in*strument*, in*scriber*, in*habit*.

(*b*) The small hook for *in-* is never used in negative words, that is, in words where *in-* would mean *not*. In all such cases *in-* must be written with the stroke *n*, as *hospitable*, in*hospitable*; *human*, in*human*.

173. Words which have the prefix *il*, *im*, *in*, *ir*, *un*, either with a negative meaning or with an intensive meaning are written in accordance with the following rules, so as to provide the necessary distinction between positive and negative words and other pairs of words where distinction is required:—

(*a*) By writing the downward *r* or *l* when the rules for writing initial *r* or *l* permit of this being done; thus, *resolute*, *irresolute*; *resistible*, *irresistible*; *limitable*, *illimitable*.

(*b*) By repeating the *l*, *m*, *n* or *r* in cases where a distinction cannot otherwise be obtained; thus, *legal*, *illegal*; *mortal*, *immortal*; *noxious*, *innoxious*; *necessary*, *unnecessary*; *redeemable*, *irredeemable*; *radiance*, *irradiance*.

174. Logograms, joined or disjoined, may be used as prefixes; thus, al*most*, under*stand*, under*mine*; over*head*, number*less*.

Exercise 88.

constitutional-ly; *selfish-ness*; *inscribe-d*; *inscription*; *instruction*; *instructive*.

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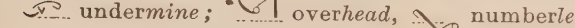
2. 
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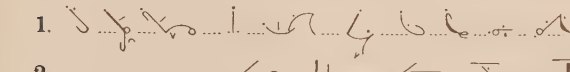
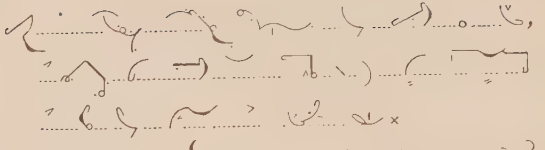
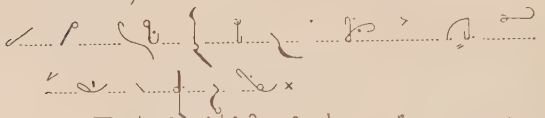
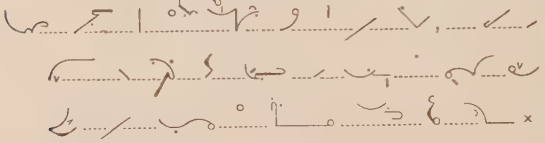
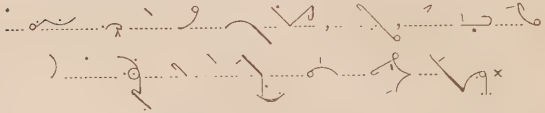
10. 

11. 

12. 

13. 

14. 

Exercise 89.

1. Competent, combat, common, compensate, compound, compact, compare.
2. Conductor, conflict, constant, convulsion, conserve, conscientious, contango.
3. Commissioners, incomplete, recognized, uncongenial, reconsider, incumbent.
4. *We*-were compelled, accompanying, accomplices, introducing, intermix, enterprise.
5. Magnificent, magnifier, magnificence, transmission, translated, transmitter.
6. Self-possession, self-congratulation, instructor, inherent, inhumanly, insuperable.
7. Illiberal, immaterial, innocuous, unknown, reparable, irreparable, reclaimable, irreclaimable, *under*stood, *under*sell, *trade*mark.

Exercise 90.

1. *The* terms *and*-phrases connected *with* commerce *are almost* innumerable, *and-it-is*-necessary *to under*stand *their* import *if-we-would-be* self-reliant, *and-the* magnitude *of-the* task *should-not* disconcert *us in-any-way*.
2. Merchants *wish*ing *to* introduce goods into *a* new market *often* transmit *them*, *with* accompanying documents, *to a* commission agent, *who-is* known *as-the* consignee, *and* instruct *him to* command *the* best price *for-them*, *with a* view *of*-testing *them in* competition *with* similar goods sold *in-the*-same-market.
3. *A* deed, *which-is*-necessary *for* certain classes *of*-transactions, *is a* sealed instrument *in* writing, duly executed *and delivered*, containing some transfer, bargain, *or* contract.
4. *A* common form *of*-transfer *is* used, *although a* deed *may-be* unnecessary, *and*, *when a* transfer *is* executed *out-of this*-country, *it-is* recommended *that-the* signature *be* attested *by a* Consul, *or* Vice-consul, *or other* person *of* position, *as most* companies refuse *to*-recognise signatures *not so* attested.
5. Such *a* deed *is* inseparable *from a* transfer *of* registered stock ; *but in-the* case *of inscribed* stock, before-*the* transfer *can-be* effected, *the* holders *have to inscribe their* names *and-the* amount *of* stock *they* hold *in* registers kept *for-the* purpose *at* banks *having-the* management *of-the* stock.
6. *When a* broker concludes *a* contract *on behalf of a* client, *he* enters *particulars of-the*-transaction *in-his* contract book, *and from these he* prepares contract notes *which-are sent to-the buyer and* seller.

Summary.

1. Initial *com-* or *con-* is expressed by a dot; medial *com-*, *con-*, *cum-*, or *cog-*, either in a word or in a phrase, is indicated by disjoining the form immediately following the *com-*, etc. This method is not employed after a dot logogram, but it may be used after dash logograms written upward. *Accom-* is indicated by a joined or disjoined *k*.
2. *Enter-*, *inter-* or *intro-* is indicated by a disjoined or joined ⌣ *nt*.
3. *Magna-e-i* is expressed by a disjoined *m*.
4. *Trans-* may be generally contracted by omitting *n*.
5. *Self-* is expressed by a disjoined circle written close to the following stroke in the second vowel-place; *self-con-* or *self-com-* by a circle in the position of *con* dot.
6. *In-* before is expressed by a small hook, except in negatives beginning with *in-*.
7. The prefixes *il-*, *ir-* are represented by writing downward *l* or *r*, or by repeating the *l* or *r*. The prefixes *im-*, *in* , *un-* are always represented by repeating the *m* or *n*.
8. Logograms may be used as prefixes.

CHAPTER XXX.

SUFFIXES AND TERMINATIONS.

175. The stroke ⌣ is generally employed in the representation of *-ing*. Where this stroke cannot be written, or, where, if written, an awkward joining would result, a light dot is used to represent the suffix *-ing*. The dot *-ing* is written :—

(*a*) After light straight downstrokes and downward *r*, as *pay*ing, *ty*ing, *etch*ing, *hoe*ing, *hear*ing, *splutter*ing ;

(*b*) After circle *ns*, after *k* and *g* hooked for *f* or *v*, and after an upstroke finally hooked ; as *pranc*ing, *coughi*ng, *wan*ing ;

(*c*) After a half-length or a double-length stroke where no angle would be obtained by the use of the stroke ⌣, as *brood*ing, *fidget*ing, *mat*ting, *field*ing, *mutter*ing ;

(*d*) After a contracted logogram (that is, one that does not contain all the consonants of the word represented), as *remember*ing, *com*ing, *thank*ing, but the stroke ⌣ is employed in *approving*, *wishing*, and other words where the logograms are not contracted.

(*e*) The dot *-ing* cannot be used medially ; therefore the stroke *ng* is written in *-ingly* ; thus, *admiring*, but *admiringly* ; *deserving*, but *deservingly*.

(*f*) Wherever *-ing* would be represented by a dot, *-ings* is indicated by a dash; thus, *etch*ings, *scrap*ings, *plott*ings, *wind*ings, *rins*ings.

176. Terminations such as *-ality*, *-ility*, *-arity*, *-ority*, *-elty*, are expressed by disjoining the stroke immediately preceding the termination; thus, *for*mality, *bar*barity, *no*velty, *fri*volity, *feasi*bility, *ma*jority.

177. The terminations *-logical-ly* are expressed by a disjoined / *j*; thus, *gene*alogical-ly, *myth*ological-ly.

178. The suffix *-ment* is, as a rule, expressed by ~ *mnt*; thus, *senti*ment, *agree*ment. If this sign does not join easily, however, the contracted form ◡ may be used; thus, *imprison*ment, *commence*ment, *refine*ment, *prefer*ment.

179. The endings *-mental*, *-mentally*, and *-mentality* are expressed by a disjoined ~ *mnt*; thus, *funda*mental-ly, *instru*mental-ly-ity

180. The suffix *-ly* is expressed by ⌒ *l*, joined or disjoined; thus, *chief*ly, *friend*ly; or the hook *l* is employed; thus, *deep*ly, *positive*ly.

181. The suffix *-ship* is expressed by a joined or disjoined ⌒ *sh*; thus, *friend*ship, *citizen*ship, *scholar*ship, *leader*ship

182. (*a*) The termination *-fulness* is expressed by a disjoined *fs*; thus, *use*fulness, *care*fulness, *grate*fulness.

(*b*) The terminations *-lessness* and *-lousness* are expressed by a disjoined *ls*; thus, *heed*lessness, *hope*lessness, *sedu*lousness.

183. Logograms, joined or disjoined, may be used as suffixes; thus, *land*lord, *un*important, *in*different.

184. Compound words, in which *here*, *there*, *where*, etc., occur, are written as follows:—

HERE: here*at*, here*to*, here*of*, here*with*, here*in*, here*on*, here*in-under*, here*to-fore*.

THERE: there*at*, there*to*, there*of*, there*with*, there*in*, there*on*, there*for*.

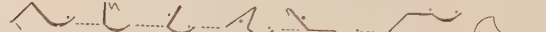
WHERE: where*at*, where*to*, where*of*, where*with*, where*in*, where*on*.

FURTHER: further*more*, further*most*.

MUCH: *inas*much, *foras*much.

SOEVER: *who*soever, *what*soever.

Exercise 91.

1. 
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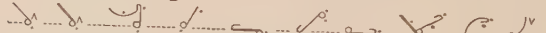
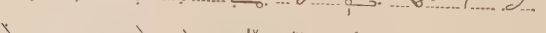
6. 
7. 
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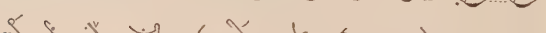
9. 
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Exercise 92.

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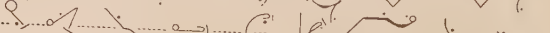
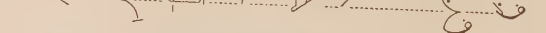
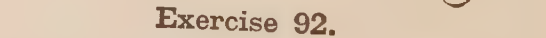
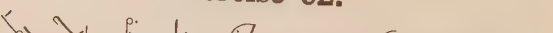
3. 
4. 
5. 
6. 
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Exercise 93.

1. Sapping, tying, teaching, fearing, webbing, wading, lodging, shaking, flogging, loving, scathing, sowing, rushing, slaying, roaring.
2. Dispensing, enhancing, craving, surrounding, ballooning, opposing, menacing, puffing, disjoining, caning, concerning.
3. Pleating, obtruding, permitting, scaffolding, flitting, smothering, dissecting, smelting, sauntering, *speak*ing, castings.
4. Solubility, singularity, fatality, novelties, etymological, accompaniment, effacement, sentimentally, vainly, frankly, exhaustively.
5. *Chair*manship, clerkship, playfulness, credulousness, in*difference*, here*by*, *there*about, whereunto.

Exercise 94.

1. Herewith *we-have pleasure in* forwarding *you several* mining market cuttings *from this* morning's papers, *and-we* hope *to* add *thereto in-the*-course *of a* few days.
2. *You-will* note *that-the*-mines *have-been* strongly supported *in* consequence *of-the* announcement *of-the*-results *of*-recent crushing operations, *and, as-the* labour *out*look *is greatly improving, the* working costs *are* likely *to be* reduced *in*-view *of*-certain experiments *by-our* geological expert.
3. *Any* hopefulness *we had of-our* joint venture *in* October *is*-now gone, *and-we* regret *that-we* urged *you to*-such recklessness, *as-it* now turns *out to-have-been; but-the* directorship seemed *to be in* good *hands, and-we*-were misled.
4. *We-think-the* irregularities *should* certainly *be* investigated, *and-the*-directors prosecuted *who* traded *on-the* credulousness *of-the* shareholders.

Exercise 95—Revisionary.

[Containing all the logograms given in Exercises 75-88 inclusive.]

1. *The members of-our* society meet again *in* March *for-the third* time *this* quarter *to* consider-*the* matter *of constitutional* changes.
2. *The* vitality *of-the*-society *is wonderful* considering-*the short*-time *of-its* existence, *and-we* hope *the meeting will-not* interfere *with-the spirit of-its* constitution *as* formulated *by-its* founders, *who* were well *schooled in-the* construction *of*-rules *for* societies similar *to-ours*.
3. *A somewhat selfish member* gave expression *to*-some unnecessary criticisms *the* last time *the members met, and* submitted *a* memorial *in-which we could-not inscribe our* names.
4. *Highly instructive was-the* rejoinder *to-this by our* oldest *member who* quoted *a* famous *inscription by a* talented *writer, which* clearly showed *the* fallacy *of-the* arguments advanced.
5. *The* Committee gave *instructions for-the* circulation *of-these* speeches *which* set forth *the* old *and* new *schools of*-thought *in-these* matters.
6. *We-have-sent-you a* copy, *and you-will-be-able, therefore, to*-follow *the* points *at* issue, *and* judge *for your*self *whether-the* constitution *of-the*-society *can-be* altered *with advantage*.
7. *We-are rather* inclined *to*-let well alone, *as-the membership has* increased *wonderfully in-the* period *under* review.
8. *It-is a* matter *of*-regret *to us that-the* younger *members are so* impulsive, *and* apparently dominated *by a selfishness which-may* weaken *the* working *of-the*-society *in-the* future.

Summary.

1. When the stroke ⌣ does not join easily and after a contracted logogram, *-ing* is represented by a dot; *-ings* by a dash; and *-ingly* by
2. Terminations such as *-ality*, *-ility*, *-ority*, are expressed by disjoining the stroke which immediately precedes the termination.
3. *-logical-ly* are represented by a disjoined *j*.
4. *ment* is expressed by ⌣ *nt* where ⌒ *mnt* does not join easily.
5. *-mental-ly-ity* are expressed by a disjoined ⌒ *mnt*.
6. *-ly* is expressed by a joined or disjoined *l*, or the *l* hook is employed.
7. *-ship* is expressed by a joined or disjoined *sh*.
8. *-fulness* is expressed by a disjoined *fs*; *-lessness* and *-lousness* by a disjoined *ls*.
9. Logograms may be used as suffixes.
10. Compound words in which *here*, *there*, *where*, etc., occur, are generally formed by joining the separate outlines.

CHAPTER XXXI.

CONTRACTIONS.

185. In addition to the words represented by logograms, other words, mostly of frequent occurrence, may be contracted in accordance with the rules set out in the present and subsequent chapters. These contractions are divided into two classes, termed General and Special.

186. The general contractions are formed by the omission of a medial consonant, or consonants, or of an ending, in order to avoid an awkward joining or a lengthy outline. Thus :—

(1) *P* is omitted between *m* and *t*, or between *m* and *sh*, when no vowel occurs after *p* ; thus, *prom(p)t*, *exem(p)tion*. The *p* is retained in words like *trumpet*, *dampish*, because a vowel immediately follows the *p*.

(2) *K* or *G* is omitted between *ng* and *t*, or between *ng* and *sh*, when no vowel occurs after *k* or *g* ; thus, *adjun(c)t*, *extin(c)tion*, *lan(g)uishing*. In *trinket*, *blanket*, and similar words, the *k* or *g* is retained, because a vowel follows the consonant.

The *k* is also retained in past tenses, as *inked,* *winked,* *banked,* *linked.*

(3) *T* is generally omitted between circle *s* and a following stroke; thus, *celes(t)ial,* *subs(t)itute,* *tas(t)eful,* *pos(t)-free,* *pos(t)man.*

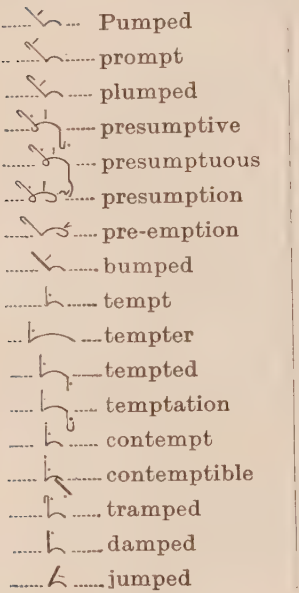
The *t* is written, however where its omission might cause hesitation in reading, or where it is equally easy to include it, as in *plastic,* *elastic,* *mystic,* *drastic.* The omission of *t* provides some useful phraseograms, as *mos(t) important,* *there mus(t) be,* *lowes(t) price,* *your las(t) letter,* *bes(t) thanks,* *bes(t) finish.*

187. The list of contractions in the present chapter, although fairly copious, is not to be taken as complete, as some derivatives, having a similar outline, have been purposely omitted.

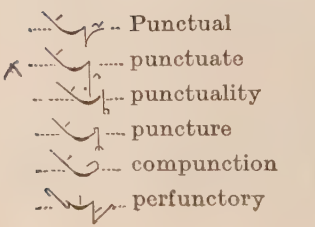
Though it is not necessary that the outlines in Section 1, which follows, should be memorized, they should be copied several times in order that the student may become familiar with the principle underlying their formation.

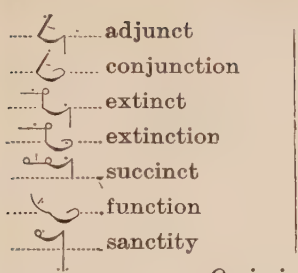
List of General Contractions: Section I.

Omission of P.

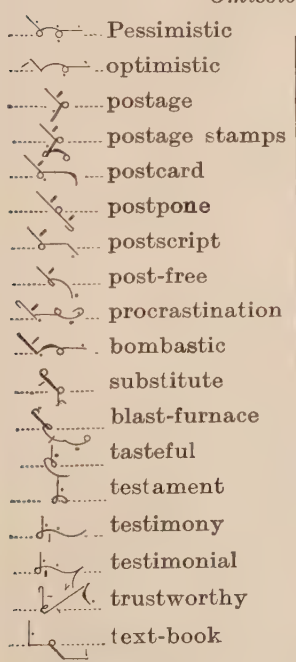


Omission of K or G.



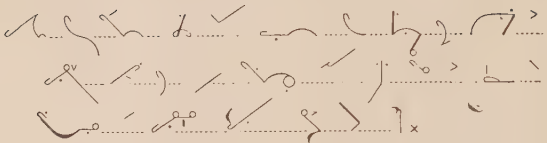


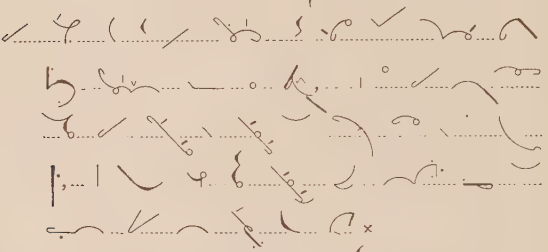
Omission of T.

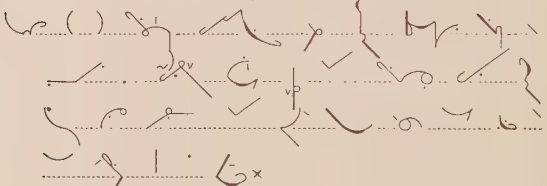


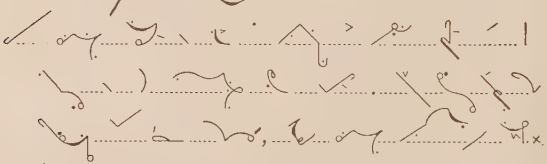
[1] These are written above the line because this is the position of the *m* when the outlines are written fully.

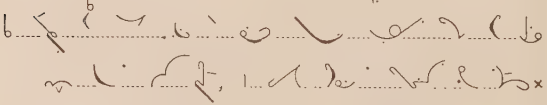
Exercise 96.

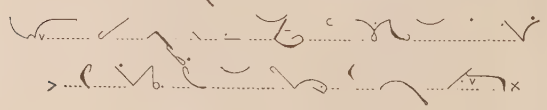
1. 

2. 

3. 

4. 

5. 

6. 

Exercise 97.

Mr. Arthur Wilson,
Christchurch St.
Bristol.

Dear-Sir,

Your postcard *to hand this* morning *for-which* accept *our* best-*thanks*. *We-are*-pleased *to*-hear *that-the* institute *is so* prosperous, *and-that-you-are* looking forward *to a* distinctly good-winter session. *If your* committee *does-not* sanction *at-once the* resumption *of-the* lectures, *it-will-be* manifestly unfair *to-the-members*, *particularly as they so* promptly purchased *the* necessary text-books *for-the* course *at-the* beginning *of*-last session. *Your* postscript *is very* amusing.

Yours-very-truly,
Thomas Weston.

Exercise 98.

Messrs. Jameson & Wiles,
West-End Arcade,
Southampton.

Gentlemen,

I-am anxious *to*-take *a sea* voyage *to the* West-Indies *during-the* last-month *of-the*-present *year*, *and-I understand from my*-friend *Mr.* Fred Costello *that your* rates *are very* reasonable indeed. *On his* testimony *I*-am-*sure I* need *have-no* anxiety *as-to-the care and* attention *your* firm bestows *on its* clients. Kindly send *me* full *particulars at an* early date.

Yours-truly,
William Hoxton.

188. Other general contractions are formed by the omission of :—

(1) Medial *N* : as in *da(n)ger*, *ide(n)tical*; *attai(n)ment*, *bo(n)dsman*;

(2) Medial *R*, as in *demonst(r)ate*, *manusc(r)ipt*, *thencefo(r)ward*;

(3) The syllable *-ect*, as in *prosp(ect)*, *insp(ect)*;

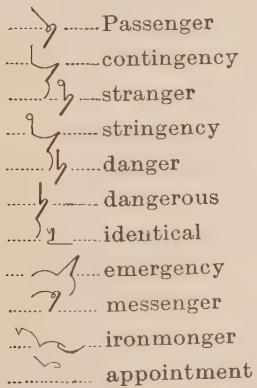
(4) *K* and *T* in the syllables *-active*, *-ective*, *-uctive*, and similar endings, the hook *v* being added to the preceding stroke; thus, *abstra(ct)ive*, *respe(ct)ive*. In a few cases it is necessary to retain the *k* as in *defec(t)ive*, *executive*; or to write the full outline, as in *attractive*, *effective*, *elective*;

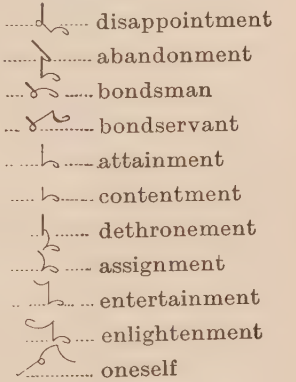
(5) *K* in the syllables *-ection*, *-uction*, and similar endings, the *shun* hook being added to the preceding stroke; thus, *abstra(c)tion*, *destru(c)tion*. In some cases it is better to write the full outline, as in *attraction*, *rejection*, *infection*.

LIST OF GENERAL CONTRACTIONS: SECTION 2.

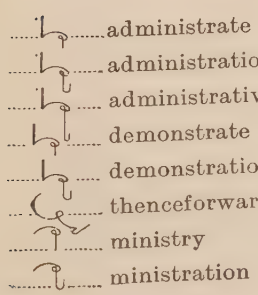
These unvocalized forms must be memorized. The outlines should be carefully written out one group at a time, the words being repeated aloud as they are written, and then the outlines should be written several times from dictation, so that the forms may be impressed on the memory.

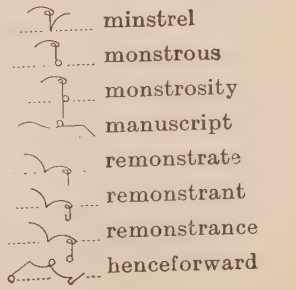
Omission of N.



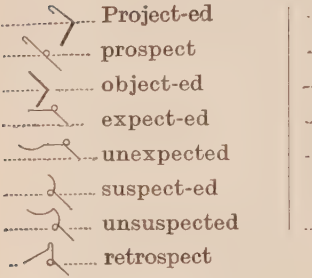


Omission of R.

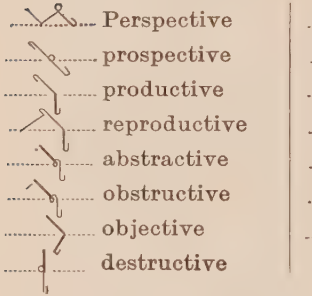




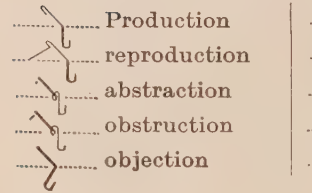
Omission of the syllable -ect.



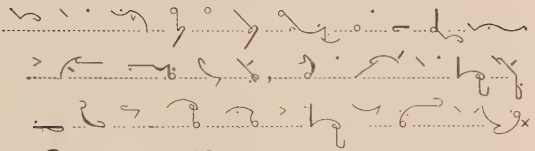
Omission of kt before -ive.

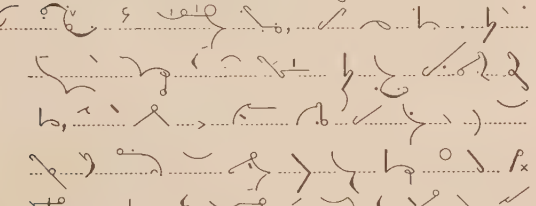


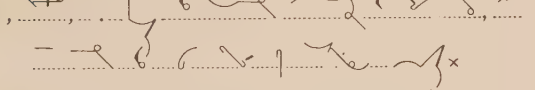
Omission of K before shun.

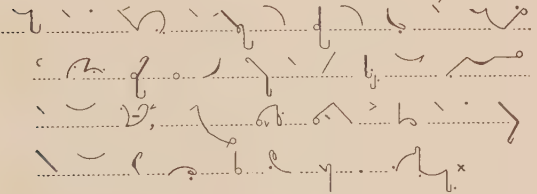


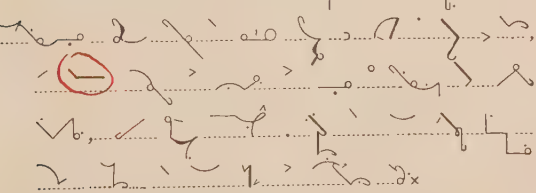
Exercise 99.

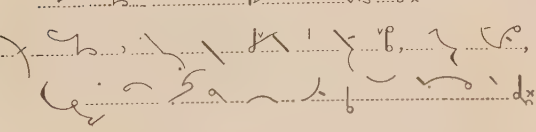
1. 

2. 

3. 

4. 

5. 

6. 

Exercise 100.

[Contractions, as well as logograms, are printed in italic.]

1. *In*-many *of-our* cities *and* towns *there-are* ancient monuments *which-are a* source *of entertainment and object* lessons *in*-history *to-the stranger and* also *to-the people* living *in-their* vicinity.

2. *The prospect of-the* countryside *is* enhanced *by-the* attractive appearance *of*-such monuments, *and-in other* cases, where time *has* laid *its destructive hand on-the* material, *there-is a* source *of disappointment and* regret *to-the architect, and-the* archæologist *who* revel *in-the* various examples *of architecture and* design *up and down the* land.

3. *In*-times past *the care of-these was in-the hands of*-private persons *in*-many-cases, *and*, despite *the remonstrances of architectural* experts, *they*-were sometimes allowed *to* decay, *and*-even *to-become a* source *of danger.*

4. Now, *however*, *these* ancient monuments *are* protected *by-the administration of-the* Ancient Monuments Protection Acts.

5. Once *the* State *has* assumed control, *a* monument *is thenceforward* protected *from* damage *and destruction.*

6. *To* advise *and* assist *in-this-respect an* Inspector *of* Ancient Monuments *is* appointed *whose* duties include-*the inspection and* repair *of all-the* monuments *under-the care of-the* Commissioners *of* Works.

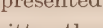
Summary.

1. Contractions are of two classes: General and Special.
2. To form general contractions medial consonants are omitted, as follows:—
   (*a*) *P* between *m* and *t*, or between *m* and *sh*, when no vowel occurs after *p*.
   (*b*) *K* or *G* between *ng* and *t*, or between *ng* and *sh*, when no vowel occurs after *k* or *g*. The *k* is retained in past tenses such as *inked*.
   (*c*) *T* between *s* and another stroke but a few words are written fully in order to secure distinct outlines.
   (*d*) *N* stroke or hook.
   (*e*) *R* hook.
   (*f*) The syllable *-ect*.
   (*g*) *K* and *T* in the syllables *-active*, *-ective*, *-uctive*, etc., but in a few cases it is necessary to retain the *k*, or write the outline fully.
   (*h*) *K* in the syllables *-action*, *-ection*, etc., but in some cases it is better to write the outline fully

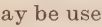
CHAPTER XXXII.

PUNCTUATION, FIGURES, ETC.

189. The PERIOD is represented by a small cross, thus ×; the COMMA, COLON, and SEMICOLON are represented by the usual marks. The HYPHEN is written thus, *well-spoken;* the DASH thus, The PARENTHESIS stroke should be made thus, The NOTE OF INTERROGATION is better represented thus and the NOTE OF EXCLAMATION thus In shorthand correspondence the sign may be used to indicate that the preceding sentence is to be taken humorously.

190. ACCENT may be shown by writing a small cross close to the vowel of the accented syllable; thus, *ar'rows,*  *arose',* *renew'.*

191. EMPHASIS is marked by drawing one or more lines underneath; a single line under a single word must be made wave-like, , to distinguish it from — *k.*

192. NOMINAL STROKE.—Initial letters should in all cases be written in longhand; as *J. E. Smith.* If desired, however, the phonographic vowels can be written without alphabetic strokes by using as forms having no specific values, which forms are called nominal strokes; thus *ă,* *ā,* *ĭ,*  *ah-i.* The stroke vowels may be struck THROUGH the nominal stroke, as *ŏ,* *ŭ,* *o͝o.*

193. PROPER NAMES, ETC.—In cases where it is necessary to indicate exactly the short vowel following a diphthong, the separate signs should be used and not the triphone as explained in paragraph 57; thus, Bry*a*n, Bry*o*n, My*a*tt, My*o*tt, Wy*a*tt. When the diphthong *I* is immediately preceded or followed by a long vowel-sign, the sign for *I* may be moved to the place of the following vowel-sign; thus *iota*, *Ohio*. Similarly, if it is necessary to indicate exactly the second of two consecutive vowels, the separate signs should be used and not the diphone; thus, *Leah*, but *Leo*; *Lewis*, but *Louise*, *radii*. The necessity for the use of these separate vowel-signs will be found to arise but seldom.

194. (*a*) SCOTCH, WELSH, AND IRISH CONSONANTS AND VOWELS.—The Scotch guttural *ch*, and the Irish *gh* are written thus, *ch*, as in *loch*, *Loughrea*, *Clogher*. The Welsh *ll* by *ll*; thus, *Llan*.

(*b*) FOREIGN CONSONANTS AND VOWELS.—The German guttural *ch* is written thus, *ch*, as in *ich*, *dach*; French nasal , as in *soupçon*; French and German vowels *jeune* *Goethe*, *dû*.

195. FIGURES *one* to *seven*, and the figure *nine* are represented by shorthand outlines. All other numbers, except round numbers, are represented in the ordinary way by the Arabic numerals. In dealing with round numbers the following abbreviations are used: *hundred* or *hundredth*, as in 4 400; *thousand* or *thousandth*, as in 3 3,000; *hundred thousand*, as in 4 400,000; *million*, or *millionth*, as in 3 3,000,000; *hundred million*, as in 7 700,000,000; *billion* (a million of millions), as in 4 *four billion.*

The principal monetary units are expressed as follows: *pounds.* as in 2 £200, 6 £6,000, 5 £5,000,000; *dollars*, as in 15 $15,000; *francs*, as in 4 400 fr.; *rupees*, as in 2 Rs. 2,000,000.

In sermon reporting, the Book or Epistle, the Chapter, and the Verse are indicated by figures above, on, and through the line respectively; thus, 2 5 3. By this method the book, chapter, and verse may be written in any order by means of figures only, without danger of ambiguity.

196.—CHOICE OF OUTLINES.—Flowing outlines, though long, are preferable to cramped ones, though short. The form *minute* is briefer to the eye

than *minute*, but is not so quickly written, while the two strokes in *mental* take as much time as the four strokes in *mental*, and merely result in illegibility. SHARP ANGLES, and FORWARD MOTION are the characteristics of the ideal outline; therefore, so far as possible, obtuse angles, and curves running in opposite directions should be avoided. For instance, *from*, and *this*, should never be joined, though *for this*, may be joined, the curves running in a similar direction. "The sharper the angles the quicker the motion" is the maxim to remember when choosing outlines.

197. METHOD OF PRACTICE.—The student, having made himself familiar with the principles of the system as presented in the preceding pages, should take every opportunity of practising writing. As much time, however, should be spent in reading as in writing Phonography. Printed Phonography is better for this purpose than manuscript. One or two shorthand volumes should be read before a rapid style of writing is cultivated, so that the writing may be formed on a correct model. A plan that may be recommended is to take a specimen of printed shorthand, and read it over two or three times. Then it should be written in shorthand from the shorthand copy, every word being pronounced aloud while it is being written. The key in the common print should then be taken, and the passage should be written without reference to the printed shorthand. Then the written and printed Phonography should be compared. Any errors that may have been made should be corrected, and the correct outlines written

several times each, the words being pronounced aloud while they are being written, and care being taken that neatness of outline does not suffer by the repetition of the forms. This practice should be continued until a correct style is attained. Another excellent plan is for the student to read aloud from a shorthand work, the reading being checked by some friend who has been provided with a printed key of the shorthand volume. In this way a considerable knowledge of outlines and phraseograms will be obtained, and the student will receive simultaneously valuable training in the reading of shorthand.

CHAPTER XXXIII.

WRITING MATERIALS, NOTE-TAKING AND TRANSCRIPTION.

198. The importance of proper writing materials for note-taking cannot be over-estimated. No shorthand writer should ever trust to chance supplies of pencils, pens, ink, or paper, but should make a careful selection, and take care to be well equipped for any work he may be called upon to perform. The pen is more suitable than the pencil, on account of the permanence and the superior legibility of the notes, both important considerations when the transcript is undertaken. A suitable pen is also far less fatiguing to the note-taker than a pencil, a great advantage when writing for a lengthy period. But, as it sometimes happens that the use of a pen is undesirable or impossible, the note-taker should accustom himself occasionally to report with a pencil. The pencil should be used in preference to the pen for note-taking in the open air in wet weather, or when writing in a darkened room, as at illustrated lectures. Fountain pens are now in general use, and the shorthand writer who has one that is suited to his hand possesses the very best writing instrument it is possible to have. Several excellent kinds are manufactured by well-known firms, but the shorthand writer needs to exercise extreme care in the selection of a fountain pen, as the result might be very unsatisfactory. Paper with

a smooth, hard surface, not too highly glazed, will be found most suitable. The elastic-bound books which open flat on the desk are the best, though the note-books bound in the customary way are suitable for ordinary work.

199. Difficulty and loss of time are sometimes experienced in turning over the leaves of note-books. The following method may be usefully adopted:—While writing on the upper half of the leaf, introduce the second finger of the left hand between it and the next leaf, keeping the leaf which is being written on steady by the first finger and thumb. While writing on the lower part of the page shift the leaf by degrees, till it is about half-way up the book, and, at a convenient moment, lift up the first finger and thumb, when the leaf will turn over almost of itself. This is the best plan when writing on a desk or table. When writing with the book on the knee, the first finger should be introduced instead of the second, and the leaf be moved up only about two inches. The finger should be introduced at the first pause the speaker makes, or at any other convenient opportunity that presents itself. Another method is to take hold of the bottom left-hand corner of the leaf with the finger and thumb, and on the bottom line being reached the leaf is lifted and turned over. Some reporters prefer a reporting book the leaves of which turn over like those of a printed book. When such a book is used there is less difficulty in turning over the leaves with the left hand. Whichever form of book is used, the writer should confine himself to *one side* of the paper till the end of the book is reached, and then turn the book round and write on the blank side of the paper, proceeding as before.

200. The essentials of accurate note-taking are rapid writing and facile reading, and it is to these objects that the following chapters are directed, special methods being developed for the formation of brief and legible outlines. The student is already familiar with a method of forming contracted outlines. He will find in succeeding pages further applications of that method, and also a method of abbreviation by Intersection, which gives distinctive forms for well-known combinations of words. Phraseography is also greatly extended, and compact outlines are provided for many technical and general phrases. Vocalization being a great hindrance to speed, Phonography from its beginning is so constructed that the necessity for the insertion of vowels is reduced to a minimum. By means of the principle of writing words in position (above, on, or through the line according to the place of the vowel or, if more than one, the accented vowel) unvocalized outlines which are common to two or more words are as readily distinguished as are musical notes by means of the difference of place assigned to them on the stave.

201. In speed practice, which should, of course, be pursued concurrently with the careful study of the advanced style as hereafter developed, the rules of position-writing should be carefully observed. After a short time this will become automatic. Even unique outlines that may appear to be independent of position are rendered still more legible by being written in accordance with the position-writing rules. At first a few vowels may be inserted, in order to promote clearness and to enable the writer to acquire the power of vocalizing quickly when

necessary. But efforts should be made from the outset to write the outlines clearly and in position, and to make these, rather than vocalization, the factors on which reliance is placed for accurate reading. After the first few weeks of speed practice the student should avail himself of opportunities of reporting public speakers, vocalizing but little even when there is ample time, so that the ability to dispense with vowels may be cultivated.

202. The reading of printed shorthand in the advanced style is as important as writing practice, and should be practised daily. It gradually gives the power of reading unvocalized shorthand, as well as trains the student in the selection of the best outlines, and also considerably expedites the arrival of the time when the omission of practically all vowels may be ventured upon. When unvocalized shorthand can be read with facility, speed and self-reliance will be greatly increased. The student in reading his notes should observe whether he has omitted essential vowels or inserted unnecessary ones. The latter is as important as the former, because the loss of time occasioned by the insertion of unnecessary vowels may render the writer unable to keep pace with the speaker. An outline which has caused difficulty in writing or reading should be written in position several times, the word being repeated aloud simultaneously with the writing.

203. To a great extent the student must judge for himself as to his method of practice, but the following is recommended:—Begin by taking down from dictation, well within your powers, for periods of five minutes, and with the insertion of none but necessary vowels. After half-an-hour's practice, read back to the dictator a

passage chosen by yourself, and also one other, the choice of which should be left to him. Resume practice at an increased speed of ten words per minute, the same method of reading being pursued at the end of each half-hour. Continue the same speeds each evening until the higher becomes moderately easy, both in writing and reading. Then begin at the higher speed, and at the end of half-an-hour increase it by ten words a minute. Read a portion of the notes which were taken a day or two previously, to test your powers unaided by memory. Aim at keeping not more than two or three words behind the reader. After a time you should occasionally practise writing ten or a dozen words behind the reader, so as to acquire the power of doing so in emergencies. Ear and hand should work practically simultaneously in order to secure the best results. When a wrong outline has been written, ignore the fact and go on. You may correct it afterwards at your leisure. If several outlines are wrongly written, reduce the speed. The policy of hastening slowly was never more justified than it is in learning to take a note.

204. At first, attention must be concentrated upon the outlines, but imperceptibly the writing will become instinctive by practice, which to be of value must be constant and systematic, attention being concentrated upon the words uttered by the speaker. Practice of an hour a day is better than two, or even three, hours every second day; but without concentration it is almost useless, habits of slovenliness being formed which subsequent concentration can only remove with difficulty. Also there will be lacking that great incentive to effort, consciousness of progress, with its allies, courage and confidence. Practice in writing, and practice

in reading both printed shorthand and your own notes will quickly give you the best of all confidence, that which has its root in conscious ability to do the work required.

205. The subject-matter taken down should be as varied as possible, but special regard should be had to the object for which the art is being acquired. As to the size of the shorthand, that which is natural to the individual is the best for him ; but the writing should not be cramped. A free style is necessary and should be cultivated. It will add greatly to the legibility of the notes if the large circles, loops and hooks are exaggerated in size. The pen should be held with only moderate pressure, and the whole hand, poised lightly on the little finger, should move with it. The common tendency to write sprawling outlines when writing at a high speed is distinctly bad. The immediate cause is mental stress, partly induced by anxiety lest a word should be omitted. It is largely due to concentration upon the wrong thing, which is worse than not concentrating at all. It is obviously preferable to omit a few outlines rather than to risk the legibility of many. If the possibility of an occasional omission is not a source of fear, and if there is confidence in the ability to record, at all events, the essential words of the speaker, the best chance is secured of recording everything. Even if something important has been left out, confidence must be maintained, or the rest of the note will suffer. Attention should be concentrated upon the work in hand, which is to write down as many words as possible correctly and legibly. As the recollection of something omitted interferes with this, the omission must be ignored.

206. Concentration, though on a different object, is necessary even when the art of note-taking has been acquired, for unless the general trend of the discourse is followed, together with the grammatical construction of the sentences, the transcript, owing to looseness of speech met with everywhere, will sometimes be indifferent and possibly misleading. Special attention should be paid to the speaker's tone of voice and any peculiarities of speech or manner which may render his meaning clear, though he may not express himself properly. Any habit persevered in becomes automatic, and the mechanical writing of the shorthand characters is fortunately no exception to the rule. When experience has been gained, attention can be concentrated almost entirely on the matter; but as in writing an important letter in longhand some portion of the attention, slight, but nevertheless valuable, is devoted to the calligraphy and punctuation, so should this be the case in writing shorthand.

207. Full stops should be written if time permits, also dashes to indicate where the speaker drops the principal sentence and goes off at a tangent, and where he resumes it, if ever. The commas at the beginning and end of a parenthetical observation should be shown by a short space, the principal instance being where the noun and verb are separated as in the following sentence: "The soldier, being tired after the long day's march, quickly fell asleep." In such a simple case as this it is hardly necessary, but with long and involved sentences, it is of great assistance in analyzing their construction to be able at once to locate the verb, which will very often be the second or third word after the second space. The following

are examples: "The speaker, having discussed at length the arguments advanced by his opponent in the various speeches he had delivered during the week, earnestly urged his hearers not to be influenced by specious promises"; and "We, acting on behalf of the executive, who were of one opinion as to the necessity of prompt action in the matter, immediately issued a writ against the offender and succeeded in gaining substantial damages." As a corollary, it is obvious that a space should be left only where it has a definite meaning—a small space for a parenthesis or important comma, and a somewhat larger one for a full stop, if the stop cannot be written.

208. Where an engagement is expected for the reporting of highly technical addresses, or for a meeting at which speeches or discussions on highly technical matter have to be reported, it is obviously advisable that the shorthand writer should prepare himself beforehand as well as possible. If he does not already possess a fairly good knowledge of the subject-matter of the lecture or subject of discussion dealt with at which he is to exercise his professional skill, he should read up the subject so as to become more or less familiar with the terms which are likely to be used in connection with the engagement he has taken. Unless some such means are taken, it is likely that the shorthand writer's work will be unsatisfactory, both to himself and his clients. *Pitman's Shorthand Writers' Phrase Books and Guides* have been compiled with the object of furnishing assistance in the application of Phonography to technical matters, and *Technical Reporting* gives valuable advice and suggestions for those wishing to be successful in this special branch of the shorthand-writing profession.

Summary.

1. Always write words in position.
2. Vocalize not as a habit but as a resource.
3. Read printed shorthand in the advanced style extensively, as well as your own notes.
4. Practise outlines which present difficulty.
5. Keep well up to the speaker, but acquire the power of writing a dozen words or so behind.
6. Disregard your mistakes while note-taking; go on writing.
7. Practice is useless without concentration.
8. Endeavour to follow the trend of the speaker's remarks, and the grammatical construction of the sentences.

CHAPTER XXXIV.

VOWEL INDICATION.

209. In the chapter on upward and downward *r*, it is stated that one of the chief objects of introducing the alternative forms for the representation of a consonant or group of consonants is to indicate a vowel or the absence of a vowel. The following paragraphs deal fully with the principle of Vowel Indication.

210. By vowel indication is meant the writing of an outline in such a manner as to indicate a vowel without inserting the vowel-sign. In fast writing it is impossible to insert many vowels; hence the importance of writing outlines which can be read with facility when vowel-signs are omitted.

211. In the rules of the system, as explained in the preceding chapters, there are two main principles observed for the purpose of indicating vowels, as follows:—

(1) The use of an initial stroke is necessary in all cases where there is an initial vowel; the use of a final stroke is necessary in all cases where there is a final vowel; thus, *assail*, *ahem*, *awhile*, *awake*, *daisy*, *pasty*, *vestry*, *penny*, *bevy*, *Idaho*, *photo*, *feathery*.

(2) The employment of alternative forms for *r* or *l* may indicate an initial or a final vowel; thus, *air*, *ray*; *store*, *story*; *pear* *perry*; *alike*, *like*; *fell*, *fellow*; *yell*, *yellow*.

The student must now cultivate the habit of omitting the vowels, and learn to regard the stroke forms as indicating an initial or a final vowel, or the absence of such. He has already accustomed himself to the omission of medial obscure vowels, and a little further practice will enable him to write and read unvocalized forms with ease.

212. In addition to the foregoing methods of vowel signification, there is the writing of stroke outlines in *position*, by which it is possible to indicate the vowel or, if more than one, the accented vowel in a word. The student is already familiar with logograms written above, on, or through the line, and these in the majority of cases are so written in accordance with the rules of position-writing. Position-writing may be defined as the raising or lowering of outlines to indicate a vowel or diphthong, without inserting the sign for it. Thus is above the line for *large*, because the vowel in the word is *ah*; is on the line for *chair*, because the vowel in the word is *ā*; is through the line for *cheer* because the vowel in the word is *ē*. There are, therefore, three positions, corresponding to the vowel-places, in which to write the stroke outlines when the vowels are omitted. The positions are named respectively *first position*, *second position*, and *third position*;

the first being *above* the line, the second *on* the line, and the third *through* the line; thus, 1, 2, 3, With a combination of the indication of vowels by writing initial or final strokes, or by writing upward or downward forms, and of the indication of vowels by position, it is possible to represent the great majority of words by outlines which, though unvocalized, are quite legible.

213. In all cases it is the vowel or, if more than one, the accented vowel heard in the word that decides the position of the word-outline. From the following examples it will be noted that it is the first downstroke or the first upstroke that occupies the position required by the vowel or accented vowel in the word, and that horizontal strokes are raised or lowered to permit of the first downstroke or upstroke taking its correct position.

(*a*) When the vowel or accented vowel in a word is a first-place vowel, the outline for the word is written in the first position, *i.e.*, above the line; thus,

tap, *talk*, *barrow*, *cap*, *carry*,

write, *rack*, *wire*, *mile*, *Nile*,

file, *folly*, *loll*.

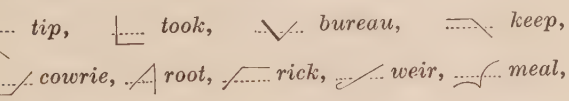
(*b*) When the vowel or accented vowel in a word is a second-place vowel, the outline for the word is written in the second position, *i.e.*, on the line; thus,

tape, *take*, *berry*, *cape*, *curry*,

wrote, *wreck*, *ware*, *male*,

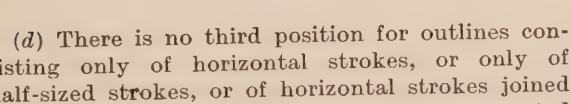
nail, *fail*, *fellow*, *lull*.

(*c*) When the vowel or accented vowel in a word is a third-place vowel, the outline for the word is written in the third position, *i.e.*, through the line; thus,



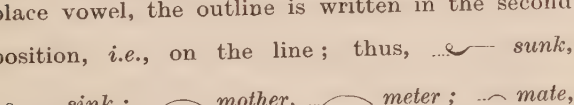
tip, took, bureau, keep, cowrie, root, rick, weir, meal, kneel, feel, filly, leal.

(*d*) There is no third position for outlines consisting only of horizontal strokes, or only of half-sized strokes, or of horizontal strokes joined to half-sized strokes. When the vowel or accented vowel in such words is a second-place or a third-place vowel, the outline is written in the second position, *i.e.*, on the line; thus,



sunk, sink; mother, meter; mate, meet; taint, tinned; melt, milt; netted, knitted; colt, kilt; make, meek; coke, cook.

(*e*) In words beginning with a half-length downstroke or upstroke, the first stroke indicates the position of the outline; and in these cases also only two positions are used; thus,



compatible, potable, computable; ratify, certify; pandered, tendered, splintered; lightly, lately, little.

214. Outlines derived from logograms commence in the same position as the logograms from which they are derived; thus, *care*, *careless*; *youth*, *youthful*; *out*, *outbreak*, *under*, *undertake*.

215. (*a*) Double-length upstrokes take three positions according to the vowel or accented vowel in the word; thus, *latter*, *letter*, *litter*; *wander*, *wonder*, *winter*.

(*b*) Double-length downstrokes take the third position only, *i.e.*, through the line; thus, *ponder*, *tender*, *printer*, *father*, *floater*, *fitter*, *thunder*, *asunder*, *shatter*, *sorter*.

216. There are certain word-outlines which must be vocalized to some extent. The following directions, therefore, should be carefully noted:—

(*a*) In single stroke outlines having an initial and a final vowel, the vowel not indicated by position should be inserted; thus, *obey*, *echo*, *arrow*, *area*, *era*.

(*b*) An outline should be written in position notwithstanding that it has an initially or a finally joined diphthong-sign; thus, *Isaac*, *item*, *review*, *institute*, *future*, *ague*, *renew*.

(*c*) Where an upward or a downward *r* or *l* does not indicate a preceding or a following vowel, the vowel-sign should be inserted ; thus, *aright*, *erode*, *irritable*, *oracle*, *aroma* ; *jolly*, *jelly*, *gilly* ; *billow*, *early*.

(*d*) Generally speaking, vowels should be inserted :—

(1) Where words of the same part of speech have similar outlines and the same position ;

(2) Where a word is unfamiliar, or unfamiliar in the special sense in which it is used ; and

(3) Where an outline has been written incorrectly, badly, or in the wrong position, in which case the insertion of a vowel is the quickest way of making the outline legible.

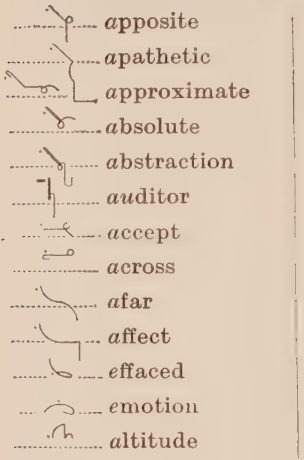
(*e*) It is also advisable to vocalize as fully as possible :—

(1) Where the subject-matter is unknown ; and

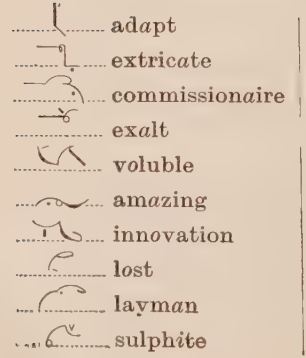
(2) Where the language is poetical, unusual, or florid, because in these instances the context is not as helpful as in other cases.

The following lists contain some of the more common words in which the vowels indicated by italic should be inserted in order to facilitate transcription ; but after a little experience in shorthand writing the student will instinctively recognize other outlines in which distinguishing vowels should be inserted.

(1) *Insertion of an initial vowel.*



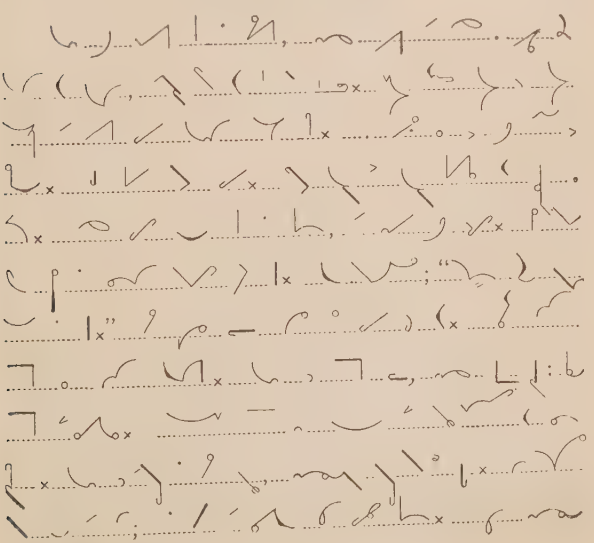
(2) *Insertion of a medial vowel.*

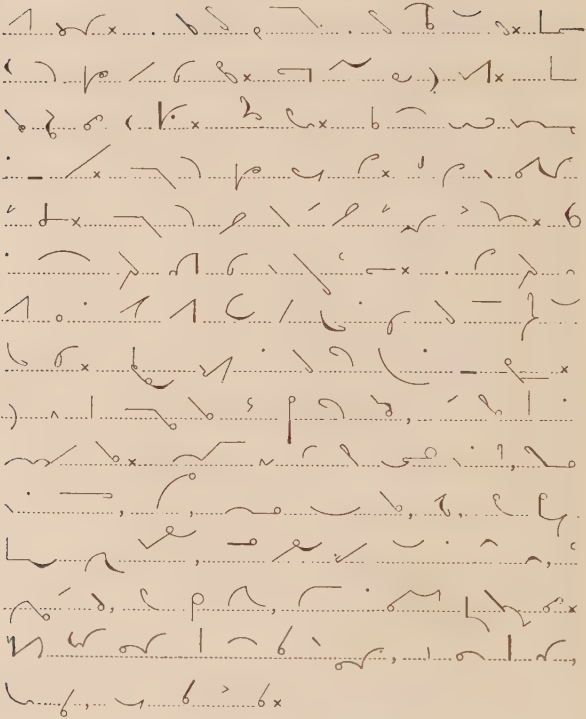


(3) *Insertion of a final vowel.*

chilly	chill
monarchy	monarch
amicably	amicable
monkey	monk
manly	manual
enemy	name
anomaly	animal
snow	sun
liberally	liberal
radically	radical

Exercise 101.





Exercise 102.

To be written in position. The vowels marked in italic should be inserted. Marked in divisions of thirty words each.

We should-neither *a*ccept any theories nor adopt any views, however voluble the *a*dvocates of-such-may-be, except we-are convinced that-they-are authorized, and-have-been tested | and *a*ttested by-those upon whose veracity we-can rely, or unless our reason approves of-them and-we-have *a*mple proof that-though they-may-have some defects, | their adoption will-be valuable

to us in-the-main, that-we may employ them to-the benefit of-ourselves and others, and-that-they-will-be readily recalled on | occasions of necessity. No matter how apposite the arguments may appear which-are adduced to-move us from an opposite opinion, we should-be as adamant in the face of | any demand upon-the feelings, which-our reason does-not sanction. Thus, any attempt to-tempt us to foolish actions will-only end in-the failure of-the tempter. We- | have-been endowed with mental faculties far and away above those with-which-the lower animals are endued, in order that-we may protect ourselves from-our enemies, and may | add to-our happiness. It-is a fact, however, that-such-is-the effect of-persuasion upon some persons of weak will that-they become as mere wax in-the | hands of-those-who-would lure them to ruin. With-such people it-seems only necessary for a fluent rogue to advance an alluring prospect of an affluent position at- | little cost, and-they fall at-once, without a defence, into-the trap set for-them. Is-not-this-the secret of almost every successful fraud we-have-heard or | read of in-any-nation? There-are, alas, too-many persons who-make-it their vocation or avocation in life to dupe others less able than themselves. They-have no | feelings of honour, or else would-not prey on-the failings of-those around. They despise veracity, and-their greed for gold amounts almost to voracity. In order to obtain | wealth they-make light of-every obstacle, and are slow to admit themselves beaten. They-are averse to honest labour, and-yet they spare no pains to become versed in- | the cunning arts necessary to extract money from-their victims, and to extricate themselves from-the consequences of-their illegal actions. They devise a plot, and, under-the semblance of | advice, they operate on-the greed and-credulity of ignorant persons, and-having thrown them off their guard, lead them into foolish adventures. Truly "A fool and-his money are | easily parted." We should-not attach too-much importance to a scheme because-it-is introduced with a flourish of fair words, nor should-we touch any speculative affair without | first subjecting it to an accurate examination. If-we-could only examine the annual returns of failures and analyze their-causes, we should-find that many are attributable to an | utter absence of-judgment in-the conduct of business, and an over confidence in-the nicety and honesty of-others. (500)

Summary.

1. An initial vowel requires the use of an initial stroke; a final vowel requires the use of a final stroke.
2. An initial or a final vowel may be indicated by the alternative forms for *r* or *l*.
3. The position of an outline is decided by the vowel or accented vowel in the word.
4. The first downstroke or the first upstroke indicates the position of the outline.
5. There is no third position for outlines consisting only of horizontal strokes, or only of half-sized strokes, or of horizontal strokes joined to half-sized strokes.
6. An outline derived from a logogram commences in the same position as the logogram.
7. In the case of double-length strokes, only upstrokes take three positions.
8. Vowels should be inserted: (*a*) In single stroke outlines where a vowel is not indicated by position; (*b*) In cases where the vowel is not indicated by an initial or a final stroke; (*c*) In pairs of words occupying the same position but having a varying vowel.

CHAPTER XXXV.

SPECIAL CONTRACTIONS.

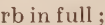
217. In the Special Contractions dealt with in this chapter, the student is introduced to further methods of contracting outlines. The importance of having such contractions is shown by the fact that in ordinary language only a very limited number of words are used. Of these words at least 60 to 70 per cent. are of frequent occurrence, and are, therefore, included in the grammalogues and contractions of Pitman's Shorthand. An essential point in forming contracted outlines is to choose forms that are distinctive and legible at sight. With this end in view the special contractions are formed according to the following rules :—

(*a*) By employing the first two or three strokes of the full outline, as in *observation*, *advertisement*, *expediency*, *represent*, *unanimity*, *henceforth*. (See sections 1-3.)

(*b*) By medial omission, as in *intelligence*, *sympathetic*, *satisfactory*, *influential*, *amalgamation*. (See section 4.)

(*c*) By using logograms, as in *thankful*, *something*, *displeasure*, *remarkable*, *insignificant*. (See section 5.)

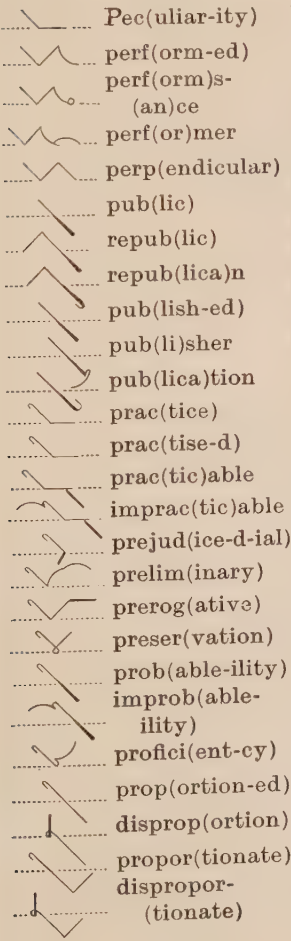
(*d*) By intersection, as in *enlarge*, *nevertheless*, *notwithstanding*. (See section 5.)

(*e*) As a general rule the same contracted form may represent either an adjective or an adverb, but where a distinction is necessary the adverb should be represented either by writing a joined or disjoined *l*, or by writing the form for the adverb in full; thus, *irregular*,  *irregularly*; *substantial*, *substantially*.

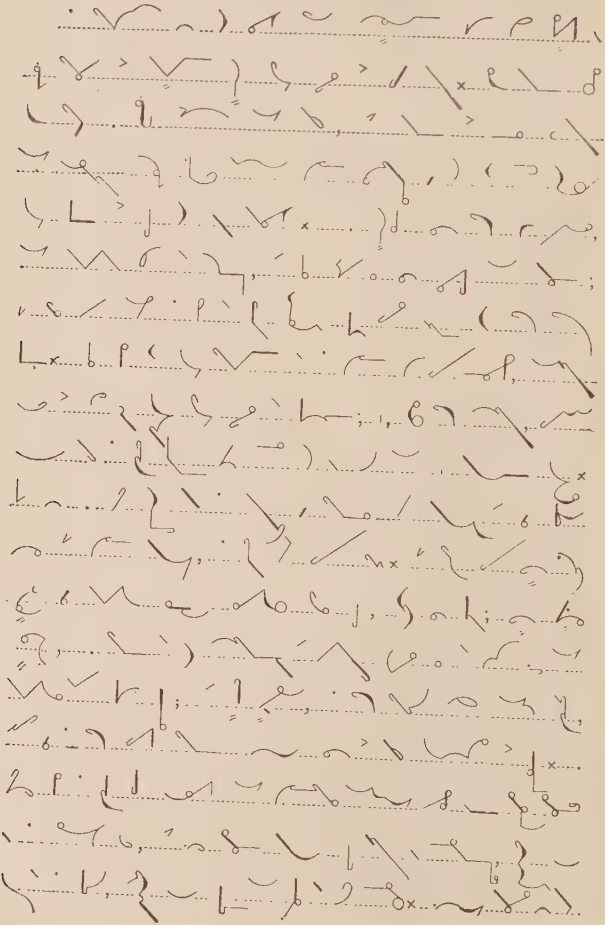
(*f*) Dot *-ing* is generally used after contractions. In a few words such as *astonishing*, *distinguishing*, *relinquishing*, and *extinguishing*, where the stroke is clearly better, the stroke is used.

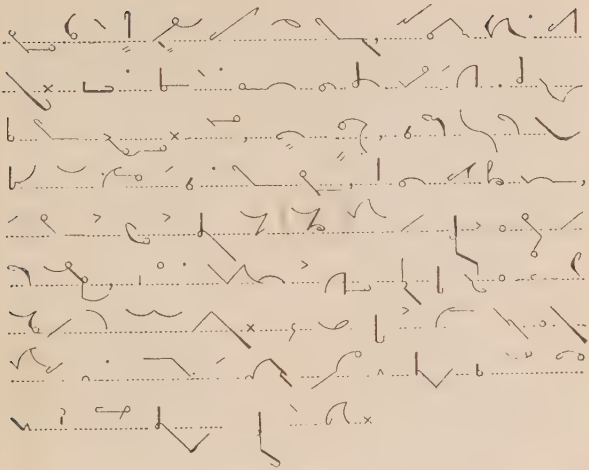
218. The lists of contractions which follow are arranged according to the principles explained above, and the student should memorize them. In order to assist in the memorizing of the lists, the portion of a word which is not represented in the contracted outline is shown in parenthesis. The student, therefore, should pay special attention to the syllable or syllables not in parenthesis, and by this means he will have a splendid aid to the remembering of the contracted forms. Thus, *pec* is the contraction for *peculiar-ity*, *perf* for *perform-ed*, *perfs* for *performs-ance*, *dig* for *dignify-fied-ity*, *Feb.* for *February*, *fam* for *familiar-ity*, and so on. The exercises which follow each list should be written from dictation until they can be taken down with ease and rapidity.

SPECIAL CONTRACTIONS: SECTION 1.



Exercise 103.





Exercise 104.

In-the-*preliminary* announcement *published* on-Thursday the *public* were made aware of-the *deficiency* in-the income of-the *Benevolent* Society which *performs* a good work in a most | *practicable* manner. The offices of-the-society are situated in a building which-is a fine example of *perpendicular* architecture, but it-is in a state of *dilapidation*. Lately there-| has-been a *controversy* among-the-members on-the *prerogative* of-the committee, and many *dissimilar* views were expressed by *democratic* and other members. As a *tribunal* the committee do-| not always show a *dignified* and *benignant* attitude.

Among other *observations*, some of-which were *depreciatory* and somewhat hidden in *obscurity*, the chairman, a person of-*prejudiced* views, said there | were many *difficulties* in-the way, but it-was-not at-all *improbable* that our new patents would revive our trade in-the South American *Republics*, as-they-were *peculiarly* | *applicable* to-the wants of-its people. Otherwise, to-seek-the *preservation* of-the concern when-the profits were so *unsubstantial* and so *disproportionate* to-the amount invested, and when-| the-price of-the stock was so *depreciated* was absurd, and-it-was inadvisable to carry on-the company.

The *advertisements* in-the paper are out-of all-*proportion* to-| the news which-is very *deficient*, and-we marvel at-the prosperity of-the *publication* and-the confidence of-the *publishers*. It-has often *subscribed substantial* amounts to *public* funds,| opened its columns for national *subscriptions*, and given *distinguished* services to-the cause of charity.

The *performer* who *performed* at-the theatre is a Russian, and-his artistic *performance* of-| the play brought out all-the *peculiarities* of-the Slav race, although there-was a *disproportion* in-his acting which-would render a long engagement *impracticable*. (296)

SPECIAL CONTRACTIONS: SECTION 2.

Jan(uary)

cab(inet)

cap(able)

incap(able)

capt(ain)

cath(olic)

charac(ter)

charac(ter)is-(t)ic

commer(cial)

cross-ex(amine-d)

cross-ex(amination)

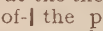
exch(ange-d)

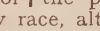
exped(iency)

expend(iture)

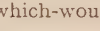
expens(ive)

extemp(orane-ous)


extin(guish-ed)


extraord(inary)

extrav(agant-ance)


agricul(ture-al)

gov(ern-ed)

gov(er)nment

fam(iliar-ity)

fam(ilia)rize

fam(iliar)iza-tion

Feb(ruary)

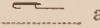
finan(cial)

effici(ent-cy)

ineffici(ent-cy)

suffici(ent-cy)

insuffici(ent-cy)


philan(thropy-ic)

philan(thro)p-ist

aston(ish-ed-ment)

esp(ecial)

esq(uire)

estab(lish-ed-ment)

immed(iate)

impreg(nable)

imperture-(bable)

mag(netic-ism)

manuf(acture-d)

manuf(acture)r

math(ematical)

math(ematic)s

math(ema)ti-cian

max(imum) (see *minimum* in Section 4.)

mechan(ical-ly)

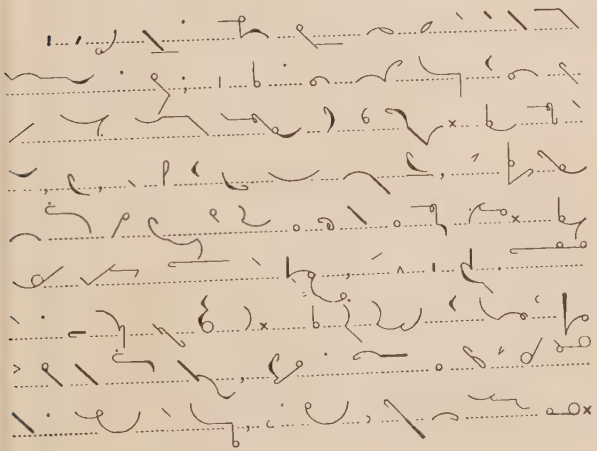
melan(choly)

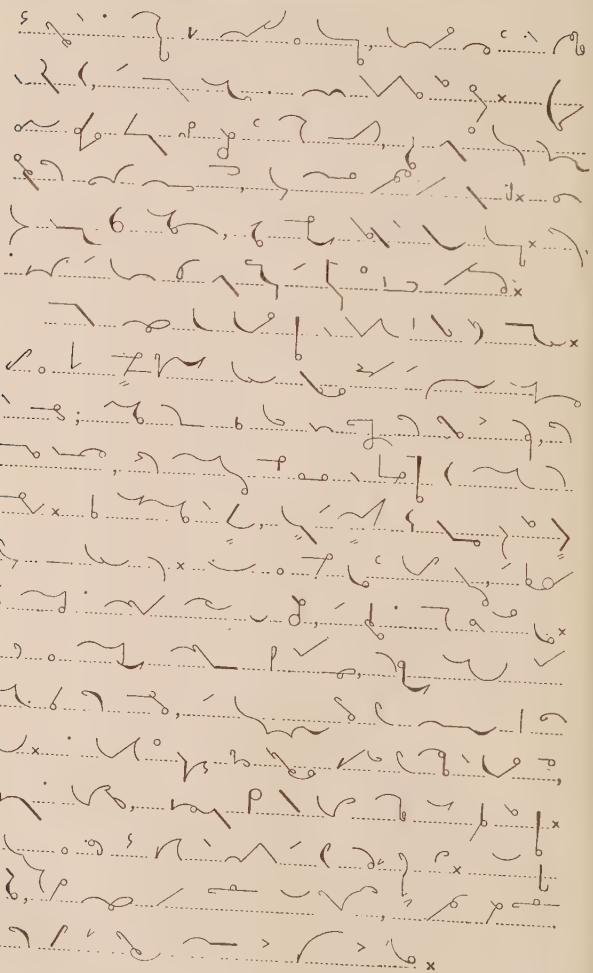
metrop(olitan)

misd(emean-our)

mor(t)g(age)

Exercise 105.





Exercise 106.

At-the meeting of-the-directors to-day it-was stated that-the rates of *exchange* in *January* and-*February* were favourable to *manufacturers* in-this-country. Regarding-the-matter | of *expediency*, to discuss which-the meeting was primarily called, it-was thought that-the plan suggested might prove very *expensive* and cause endless trouble in arranging the necessary *mortgage*. | The chairman, John Ogden, *Esq.*, a *commercial* magnate, well-known for-his *philanthropy*, is a very *capable mathematician*, and he carries out all-his business with *mathematical* exactitude. He-is | hoping that-the *mechanical efficiency* of-the *establishment* may-be *sufficient* to-check any *extravagance* in *expenditure* during-the coming year. No-man is more *familiar* to-the-members of-| the-*Exchange* than he, and-his *extemporaneous* speeches at social functions are *extraordinary* for-their humour, while his *imperturbable* manner is a *characteristic* which compels the admiration of all. He-| is possessed of-great personal *magnetism*, and-it-is due, undoubtedly, to-his ability that-the company has an almost *impregnable* position which-has *astonished* those-who-are engaged in | a similar *manufacture*.

The new book of essays by a member of-the-*Government* contains some very worthy sayings: "A person of-*character* is *incapable* of a mean action, and-| is able-to-*govern* himself under all-circumstances. We-cannot-be wise *philanthropists* unless we *familiarize* ourselves, and sympathize, with human nature. Our *familiarization* with new scenes and new peoples | shows us the *insufficiency* of-our education." In-the-*immediate* future we expect to see-the author at-the head of-the *cabinet*.

In dealing-with-the *misdemeanour* of-the | *melancholy captain*, the *metropolitan* magistrate passed the *maximum* sentence after a close *cross-examination* of-the offender, and-after several-witnesses had-been *cross-examined*, and despite the fact that-| the-prisoner's action had-been *governed* by *financial* troubles over-which he had no control. The magistrate is a man of *catholic* tastes, and-is one of-the prime movers | in-our *Agricultural* Show, and he-is regarded as an authority on most matters relating to-*agriculture*. His model farm is a splendid example of scientific farming, and-it-is | a source of *astonishment* to-the farmers in-the district who-are mostly satisfied with seeking for-the best results by empirical methods. (383)

SPECIAL CONTRACTIONS: SECTION 3.

Antag(onist-ic-ism)

enthus(iastic--iasm)

incor(porated)

indefat(igable)

independ(ence-ent)

indescrib(able)

indig(nant-ion)

indiscrim(inate)

indispens(able)

individ(ual)

inf(orm-ed)

inf(or)mer

insub(ordinate-ion)

interest

interested

disinterested-(ness)

uninterest(ing)

invest(ment)

negl(ect-ed)

negl(ig)ence

nev(er)
Nov(ember)

sensib(le-ly-ility)

sing(ular)

elec(tric)

elec(tri)cal

elec(tri)city

recov(erable)

irrecov(erable)

ref(orm-ed)

ref(or)mer

refor(mation)

reg(ular)

irreg(ular)

relin(quish-ed)

rep(resent-ed)

misrep(resent-ed)

rep(resenta)-tion

rep(resentat)-ive

repug(nant-ance)

resig(nation)

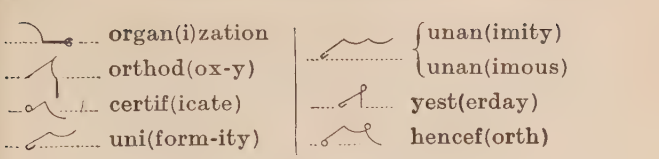
respons(ible-ility)

irrespons(ible-ility)

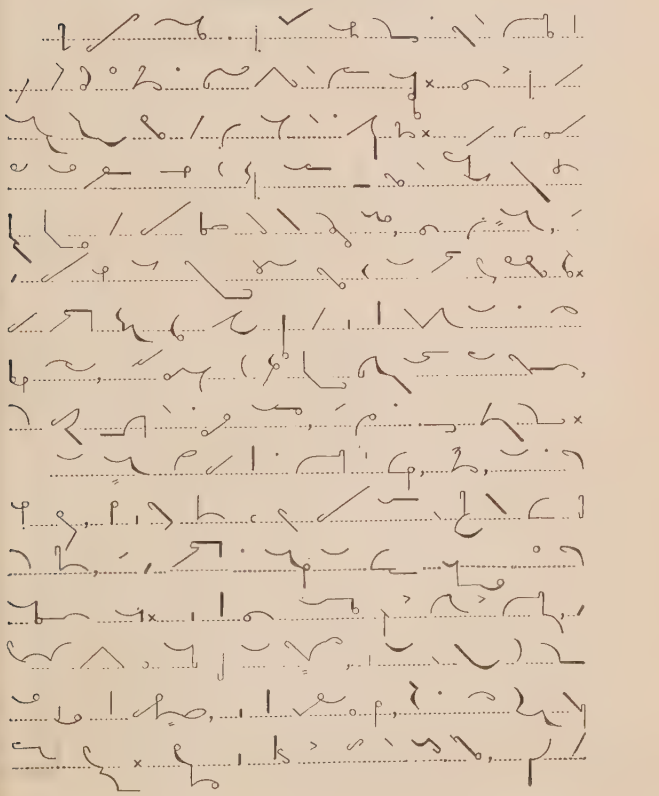
aristo(cracy-tic)

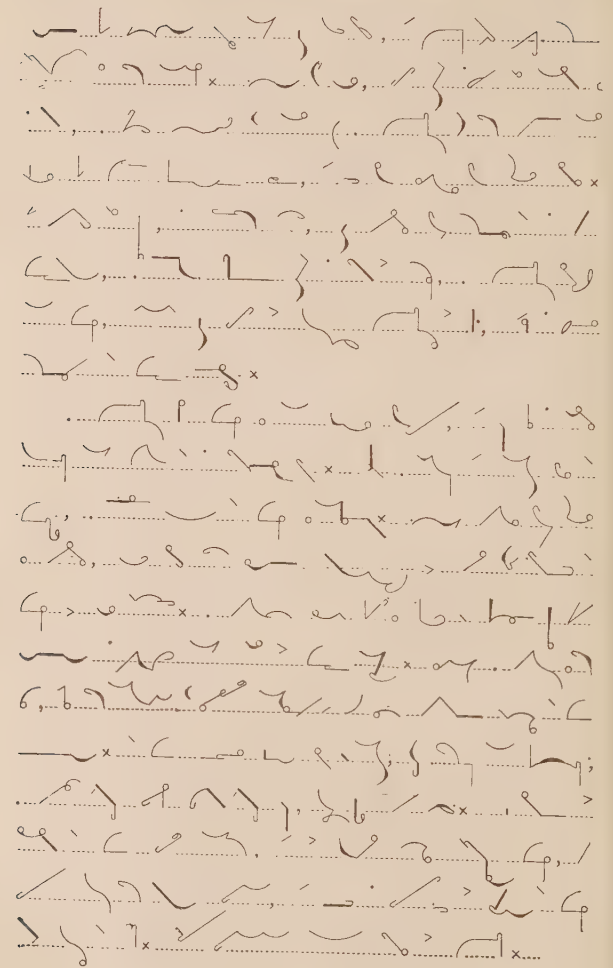
organ(ize-d)

orga(ni)zer



Exercise 107.





Exercise 108.

Great *interest* is manifested in-the *electric* apparatus at-the local exhibition, the *indefatigable organizer* of-which-is very *enthusiastic* in following-the development of *electricity* and all *electrical* appliances.

Our *representative* on-the council is *responsible* for-the *negligence* of-the *reform*, and our committee is of-the *unanimous* opinion that *henceforth* its support cannot-be given to-one who-has shown so-much *indiscriminate independence* and-*neglect of*-his duties, and it purposes nominating another and a less *aristocratic* candidate for-the *November* elections.

Yesterday the *investment* was sanctioned by-those *interested* in-the *reformation* of-the-association, and-it-was hoped that-its previous position would soon be *recoverable*. When-the-association becomes *incorporated*, its *certificate* should-be recognized by-all similar *organizations*, some of-which-have shown considerable *antagonism* towards it, and displayed an *indescribable indignation* when-the executive refused to *relinquish*-the policy formulated several weeks ago.

There-was a *unanimity* of opinion by all-the *reformers* present that *organized* playgrounds were *indispensable* in-the education of children, and-it-was resolved to-make a *representation* to-the council, and to ask it to introduce *uniformity* in-this-matter throughout-the county. This resolution was *singularly* unfortunate, and was-the cause of friction between these *individuals* and-the council.

Regular subscribers to-the institution showed *repugnance* to-the *irregular* practices, and many *informed*-the Board that-they-would withdraw their support if-such *irresponsible* and *indiscriminate* actions were allowed contrary to all-the *orthodox* teachings of-the past. We-fear that no *disinterested* person was-the *informer* in-this-matter, and-probably he *represented* the circumstances to be more serious than they really are. The *resignation* of-the secretary, however, will-be demanded, as-his attitude amounts to *insubordination*, and-this will cause-the regret of all, no matter what their *sensibility* may-be. The agenda of-the next Board meeting will-be far from *uninteresting*, and an apparently *irrecoverable* position may-be turned to-the advantage of-the institution. (334)

SPECIAL CONTRACTIONS: SECTION 4.

Parl(iament)ary [arian parl(iament)

pros(p)ec(t)us

tel(egraph)ic

tel(egr)am

satis(fact)ory

unsatis(fact)ory

adm(inistrat)or

adm(inistra-tr)ix

do(c)trine

del(in)quent

del(in)que(ncy)

ques(tion)ab(le)

unques(tion)-ab(le)

deg(enera)tion

fals(ific)ation

phon(ograph)ic

phon(ograph)er

veg(etar)ian

veg(etarian)-ism

auspi(ci)ous

amal(ga)ma-tion

amal(ga)mate

mar(coni)-gram

m(inim)um

symp(athet)ic

unsymp(athet)-ic

inves(tig)ation

insu(ran)ce

know(l)edge

acknow(l)edge

acknow(l)edg-ment

acknow(l)edged

in(con)siderate

in(fluen)tial

unin(fluen)tial

int(elli)gence

int(elli)gent

int(elli)gible

En(gli)sh

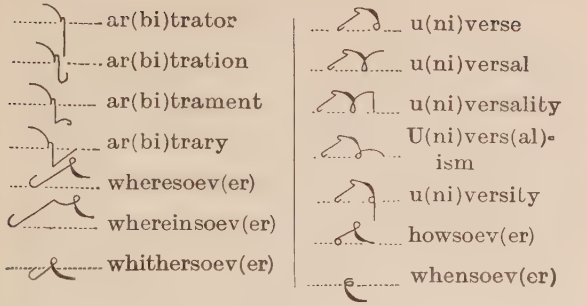
En(gli)shman

En(g)land

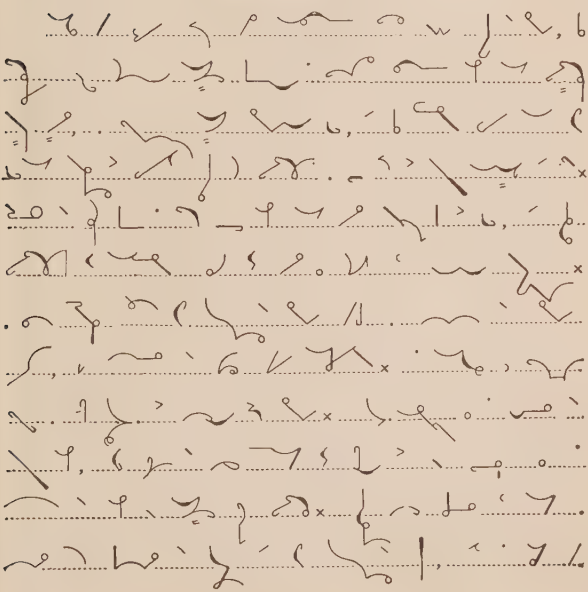
leg(islat)ive

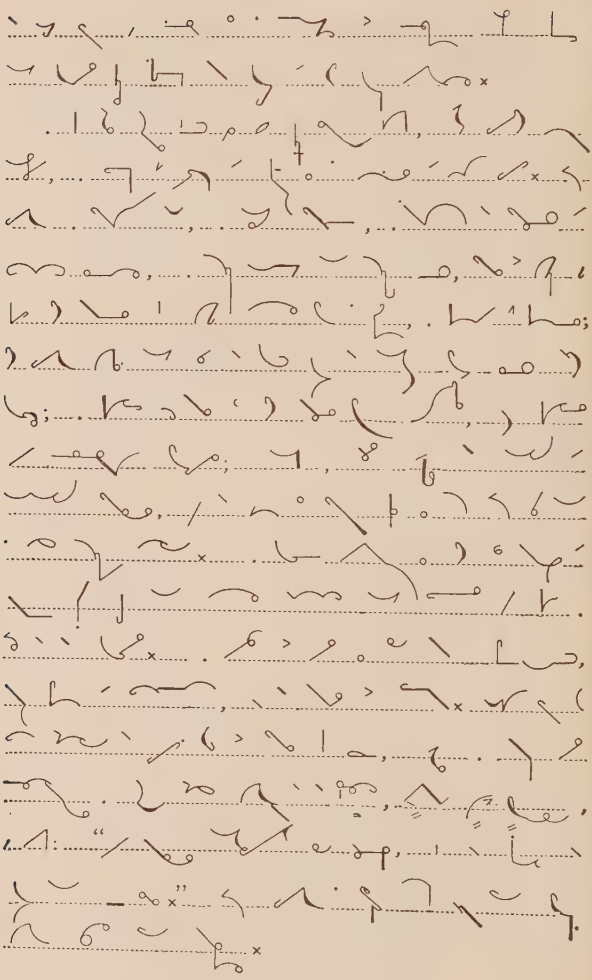
leg(isla)ture

ar(bi)trate



Exercise 109.





Exercise 110.

One who *arbitrates* is called an *arbitrator*, and-there-is a growing tendency to submit all disputes to-the *arbitrament* of a third-party. Such decision would frequently save-the | disputants from being *arbitrary* and harsh towards one another *whereinsoever* amends may-be-made. It-is thought by-some that a *universal* language would foster the spirit of *arbitration* throughout-| the *universe*, but as yet the attempts made to formulate such a method of intercommunication have-not-been very-*satisfactory*. There-can-be no-doubt that *telegraphic* communications, by *telegram* | and *marconigram*, work for-the cause of peace.

The *investigation* by-the *parliamentary* committee was *universally acknowledged* to be justified, and although-the *falsification* of-the reports was established, there | were many *unsympathetic* remarks, reflecting adversely on-the supposed *delinquencies* of-members of-the *legislature*, by *influential* and *uninfluential* newspapers. All *Englishmen*, however, should-be proud of-the *legislative* bodies | of *England* and should be *sympathetic* towards all endeavours to effect any *intelligent* progressive reforms.

At an *auspicious* gathering of-our scientific society the *university* lecturer said an *intelligible* reason | could-be given for-the theory of *degeneration*, but-the *universality* of-its acceptance by scientists was-not to be expected in-our present state of *knowledge*. On a future | occasion he-is to-lecture on-the-*doctrine* of *Universalism*. He-is *acknowledged* to be a *capable phonographer*, and, like the " Father of-Phonography," he-is a *vegetarian*, and urges | his *phonographic* and other friends to-practise-the principles of *vegetarianism wheresoever* they-may-be.

The *prospectus* which-you forwarded yesterday, in *acknowledgment* of-mine of-last Monday, is *unquestionably* | very *unsatisfactory howsoever* it-may-be considered. The *amalgamation* of two such **prodigious** concerns is very undesirable, and-the *intelligence* of-prospective insurers should warn them of-the disadvantages of | insuring under their tables. In-our company-the *minimum* period for-such a policy of *insurance* is fifteen years, and-it-is *questionable* if-you-can secure better terms through | any other *English* office. From-the-enclosed cutting you-will-find that-the *delinquent administrator* and *administratrix*, whom **you**-mention, were punished for-their fraud in connection with-the estate. |

SPECIAL CONTRACTIONS: SECTION 5.

Al(to)ge(ther)

*to*ge(ther)

(circum)stan-tial

dis*pleasure*

*journal*ism

*journal*is(t)ic

everything

*thank*ful

thanksgiv(ing)

some*thing*

*remark*able

anything

nothing

in*significant*

in*significance*

un*selfish-ness*

un*cons(t)itution-al*

*what*ev(er)

*when*ev(er)

misf(ortune)

un*principled*

n(o)t(withstand-ing) [(al)

de(nomi)nation-

de(nomi)n(a-tional)ism

in(can)descent

in(can)descence

en*large*

en*larged*

en*largement*

en*larger* [ce)

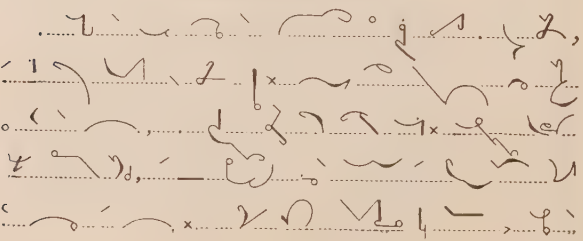
in(con)ven(ient-

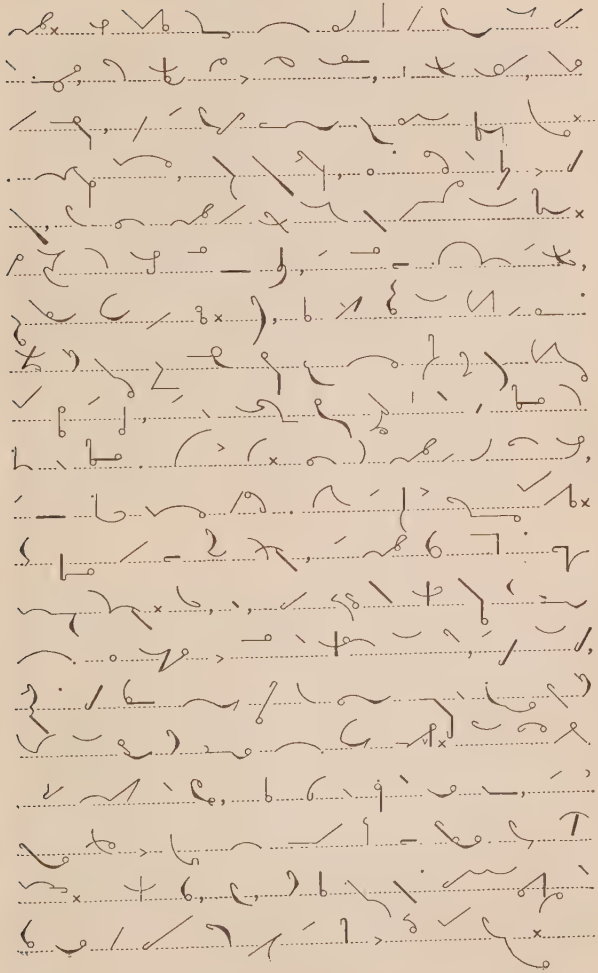
n(e)v(ertheless)

irrem(ov)able

rem(ov)able

Exercise 111.





Exercise 112.

Dear-Sir,

My committee have considered your communication of-the 12th inst., drawing attention to-several-matters relating to-the *denominational* schools in-your district.

The *enlargement* of-the Cross | Street Schools received special consideration, and my committee are of-the opinion that *something* should-be done immediately in-this direction. To *enlarge* them again as-they-were *enlarged* ten | years ago seems-to-be necessary, and-it-is hoped to commence building operations during-the coming summer; and, to-save-time, my committee purpose giving the contract to-the-| previous *enlarger* of-the schools.

As-the whole of-the lighting of-the schools requires overhauling, my committee have arranged for a report on-the matter, and-as-the *incandescence* | of-the mantles in-the offices here is very-satisfactory, it-is probable that similar *incandescent* lights will-be fitted throughout.

Notwithstanding your remarks, my committee think-there-will-be | no unfairness to-the *denominationalism* of-the district owing to-the recent Circular coming into force in-the autumn, and are of-the opinion that *nothing* should-be done to | hinder its working. Yours-very-truly,

(186)

Exercise 113.

Dear-Sir,

I-thank-you for-your *circumstantial* account of-the *thanksgiving* celebrations in-your town, the reporting and sending of-which show much *unselfishness* on-your part. *Whenever* I-| can help you in similar circumstances, I-shall-be only too-pleased to-do-so.

It-is *remarkable* that-such an *insignificant* matter as-the one you-mention should give | *displeasure* in *journalistic* circles. One would-have-thought that-its very *insignificance* would-have-been sufficient to ensure its acceptance. Certainly it-is difficult to *understand* how *anything* of-the | kind could-be described as *unprincipled* and *unconstitutional*. It-is a *misfortune* that-such a quibble should-be raised, and-I hope that *everything* will-be-done to-save any | *inconvenience* to-those interested in *journalism*. *Nevertheless*, I-do-not-think-the cause is *irremovable*, but rather *altogether removable*, and-I-shall-be *thankful whatever* is done to-bring-the | parties *together* again.

Yours-truly,

(155)

Summary.

1. Special Contractions are formed as follows :—
   (*a*) By employing the first two or three strokes of the full outline.
   (*b*) By medial omission.
   (*c*) By using logograms.
   (*d*) By intersection.
2. As a general rule the same contracted form may represent either an adjective or an adverb, but where distinction is necessary the adverb should be represented by a joined or disjoined *l*, or by writing the full form for the adverb.
3. Dot *-ing* is generally used after contractions, but the stroke is used in a few cases.

CHAPTER XXXVI.

ADVANCED PHRASEOGRAPHY.

219. The general principles of phraseography are dealt with in Chapter VII, and some of the chapters following it introduce the student to the use of abbreviations and contractions in phraseography. The student is, therefore, familiar with a large number of common phraseograms. In this chapter it is intended to review briefly, and to extend considerably the application of abbreviations and contractions to the formation of phraseograms.

220. Bearing in mind the most important rules of phraseography, that all phraseograms must be recognizable at sight, easily written, and not too long, the various abbreviating devices are made to do service for words, or the forms of words are changed, or words are omitted altogether, with the result that an unlimited number of facile and legible phraseograms may thus be formed.

221. The principles of phrasing are considered under the following heads :—

(1) Circles, Loops and Hooks, (2) Halving. (3) Doubling, (4) Omissions.

222. CIRCLES.—(*a*) The small circle, besides being used for *as*, *has*, *is*, *his*, as in *it has been*, *it is not*, may be used to represent *us*, as in *from us*, *please let us know.*

(*b*) The initial large circle may be used to represent the following :—

(1) *as we,* as in *as we think;*

(2) *as* and *w,* ,, ,, *as well as;*

(3) *as* and *s,* ,, ,, *as soon as*

(*c*) The medial and final large circle may be used to represent the following :—

(1) *is* and *s,* as in *it is said;*

(2) *his* and *s,* ,, ,, *for his sake;*

(3) *s* and *s,* ,, ,, *in this city;*

(4) *s* and *has,* ,, ,, *this has been;*

(5) *s* and *is,* ,, ,, *this is.*

223. LOOPS.—(*a*) The *st* loop is used for *first,* as in *at first cost,* *Wednesday first;* (*b*) the *nst* loop for *next,* as in *Wednesday next.*

224. HOOKS.—(*a*) The *r* and *l* hooks are used in representing a few miscellaneous words, as in *in our view,* *it appears,* *by all means,* *it is only necessary,* *in the early part.*

(*b*) The *n* hook may be used for the following :—

(1) *than,* as in *older than;*

(2) *own,* ,, ,, *our own;*

(3) *been,* ,, ,, *I had been.*

(*c*) The *f* or *v* hook may be used for the following :—

(1) *have*, as in *who have ;*

(2) *of* ,, ,, *rate of interest ;*

(3) *after*, ,, ,, *Monday afternoon ;*

(4) *even*, ,, ,, *Monday evening ;*

(5) in such phrases as *at all events*, *into effect.*

(*d*) The circle *s* and *shun* hook may be used for *association*, as in *medical association*, *political association.*

225. HALVING.—The halving principle is used for indicating the following :—

(1) *it*, as in *if it ;*

(2) *to*, ,, ,, *able to ;*

(3) *not*, ,, ,, *you will not ;*

(4) *would*, ,, ,, *this would be ;*

(5) *word*, ,, ,, *this word ;*

(6) in such phrases as *from time to time.*

226. DOUBLING.—Besides strokes being doubled for *there*, *their*, in a few cases they may be doubled for *other* and *dear*, as in *some other*, *my dear sir.*

227. OMISSIONS.—These are arranged under (*a*) Consonants, (*b*) Syllables, (*c*) Logograms.

(*a*) Consonants may be omitted as indicated in the following phrases:—

mos(t) probably, *in (f)act,*

in this (m)anner, *animal (l)ife,*

in (r)eply.

(*b*) The syllable *con* may be omitted, as in *I will (con)sider,* *we have (con)cluded.*

(*c*) The signs omitted are chiefly logograms:

(1) *a,* as in *for (a) time;*

(2) *the,* „ „ *all (the) way;*

(3) *of,* „ „ *difference (of) opinion;*

(4) *of the,* „ „ *fact (of the) matter;*

(5) *to,* „ „ *in (r)eply (to);*

(6) *and,* „ „ *again (and) again;*

(7) *or,* „ „ *more (or) less;*

(8) *with,* „ „ *in connection (with);*

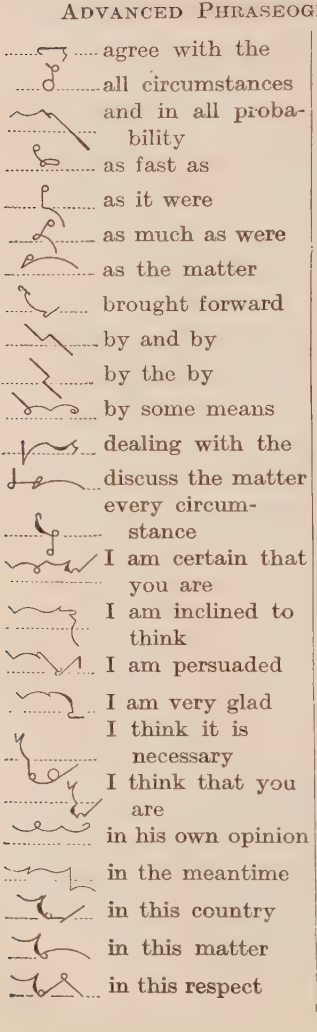
(9) *by,* „ „ *side (by) side;*

(10) *in,* „ „ *bear (in) mind.*

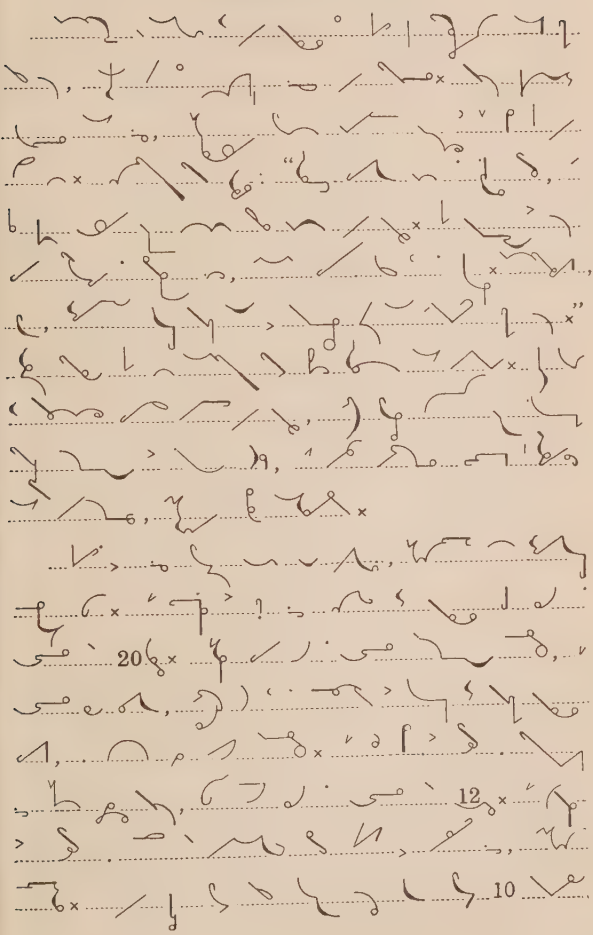
(11) *have,* „ „ *there mus(t) (have) been.*

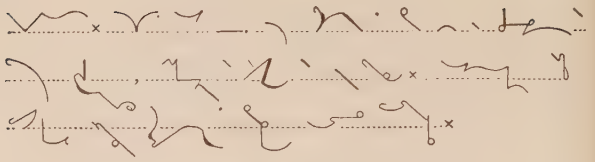
228. The student should seek to understand thoroughly the principles on which the phraseograms in the following lists are formed without seeking necessarily to commit the lists to memory. The exercises which follow each list should be written from dictation until they can be taken down with ease and rapidity.

ADVANCED PHRASEOGRAPHY: SECTION 1.



Exercise 114.





Exercise 115.

Dear-Sir,—I-am-very-glad to notice-that by-some-means you-are hoping to-have-the new proposal brought-forward at-the-next meeting of-the-directors, and-| I-am-persuaded that in-the-meantime you-should-not discuss-the-matter with anyone, for-it-is-necessary to be very cautious under-all-circumstances, and especially so when | there-are such peculiar-circumstances as on-this-occasion. You-will-probably do what-can-be-done to-make-the case complete, so-that-we-may have every-circumstance detailed | that-is in-our-favour. I-think-that-you-are-aware of-the importance of-having ready a definite scheme if-we-would-be successful, but as-the-matter is | of-such vital importance to us, I-take-the-liberty of-emphasizing-the point. By-the-by, I quite-agree-with you as-to-the wisdom of-seeking-the help | of-our esteemed friend, George Smith, for in-my-opinion we-are dealing-with a very delicate business in-which-we should employ every precaution against possible failure,

Yours-truly, | (180)

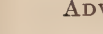
Exercise 116.

Dear-Sir,—I-am-certain-that-you-are-not fully conversant with-the-matter, or you would-not urge those-who-were present on-these-occasions to-bring-the question | to-the notice of-the meeting. On-either-side there-are those-who-are always ready to hurry business as-fast-as they can, notwithstanding-that there-is-no-advantage | gained by unnecessary haste. By-and-by, I-am-inclined-to-think-that you-will-agree-with me on-this-matter, and-then you-will regret that-you unduly hastened-| the passing of-the-rules with-which-we-are-now dealing, the working of-which-has given so-much trouble and expense to-the-members of-our society.

Yours-truly, | (120)

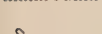
ADVANCED PHRASEOGRAPHY: SECTION 2.

(Circles, Loops and Hooks.)

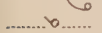

from us

please inform us

to us


as we have

as we can


as we cannot

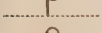
as we do

as we think

as we shall

as we may

as well as usual


as well as can be

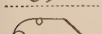
as soon as we can

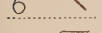
as soon as they

it is said

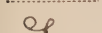
for his sake

in this century


in this city


in this subject

of this statement


this has been

at first cost

Wednesday next

in our view

in our statement

it appears

it appears that

by all means

it is only necessary

it can only be

it may only be

they will only be

longer than

more than

any longer

no longer than

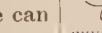
rather than

smaller than

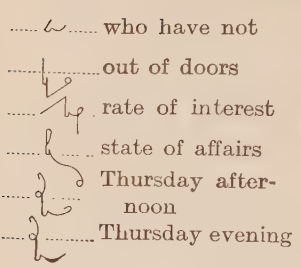
at all your own

at all our own

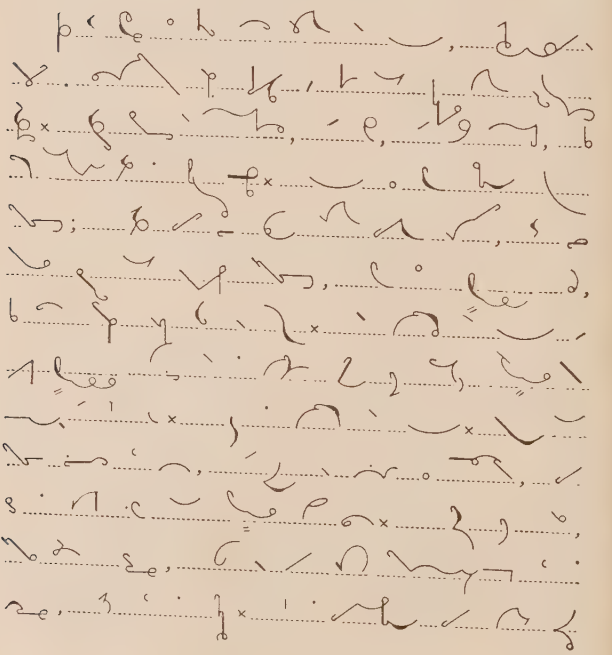
have been expected

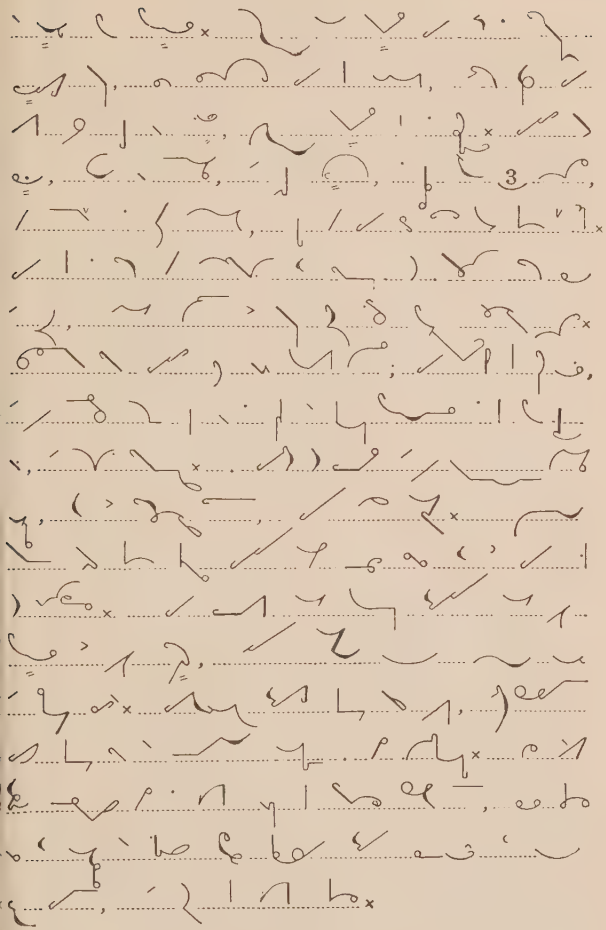

have been informed

have been returned



Exercise 117.





Exercise 118.

We-have-been-informed of-the-proposed meeting of-your county-association on-Wednesday-next, and to-us it-appears-that as-soon-as-the-members realize the state-of-affairs they-will-be only too-glad to postpone a definite decision. We-are of-the opinion that-there-are-many who-have-not agreed-with-the attitude of-the executive, and who do-not-wish-the proposals to be carried into-effect. At-all-events, at-all-our-own recent county gatherings, which-have-been rather smaller-than usual, there-has-been much objection to-several proposals on-this-subject, and as-soon-as-we-can, we-are having a postal vote as-we-cannot decide certain matters without knowing-the opinion of-members who-have-not-been in personal attendance to-express any views on-the-questions out-of which-have arisen our present-difficulties. Please inform-us at-once of-the-result of-your-meeting.

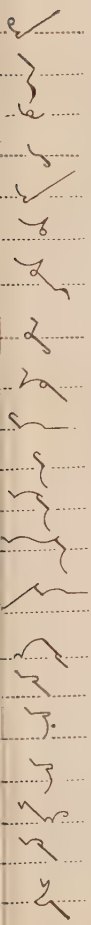
It-will-take longer-than we expected to-finish the premises for-the political-association, but-we-shall-be-able-to get all-the out-of-doors work finished before-the winter sets in; and-then it-can-only-be a matter of weeks for-the completion of-the interior. Any-way, we-shall-be no-longer-than we-can help. When finished, the building will-be one of-the handsomest in-this-city, and-it-is suggested by-some-one that a member of-the cabinet should-be asked to open it on a Thursday-afternoon in-the-early spring, so-that-the members of-the Traders'-Association may attend-the function.

In-our-statement at-the Traders'-Association on-Thursday-evening it-will-only-be necessary to-mention the high-rate-of-interest to be charged for-the loan on-the-new buildings, as-we-shall-have a full discussion of-the whole matter at-the-next meeting. All-the voting cards have-been-returned and-in nearly all-cases the vote is in-favour of-the-present president continuing in office.

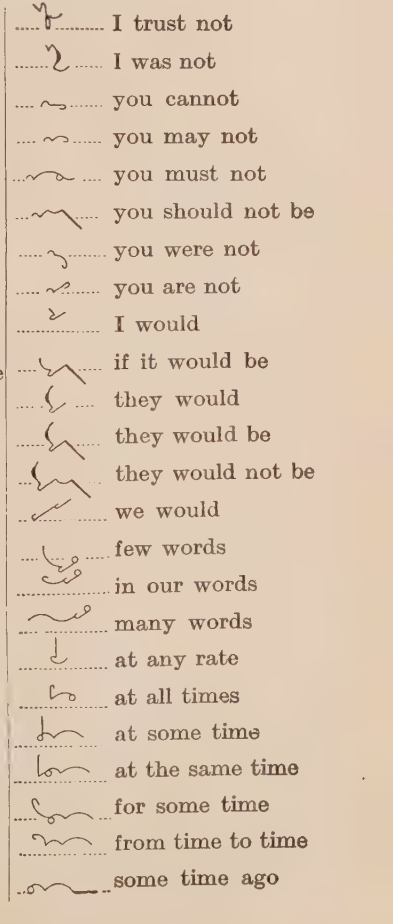
We-shall-be-able-to purchase the materials at-first-cost, and as-we-do a very large turnover our profits should exceed, rather-than fall below, those of-last-year. As-well-as-can be estimated beforehand, we-shall-have to increase our stocks at-all-our-own depôts, and as-we-may also require a new depôt at Acton, we-shall-be-obliged to increase-the initial order. In-view of-this we-shall-expect prices to be much lower-than-the old rates.

ADVANCED PHRASEOGRAPHY: SECTION 3.

(Halving Principle.)

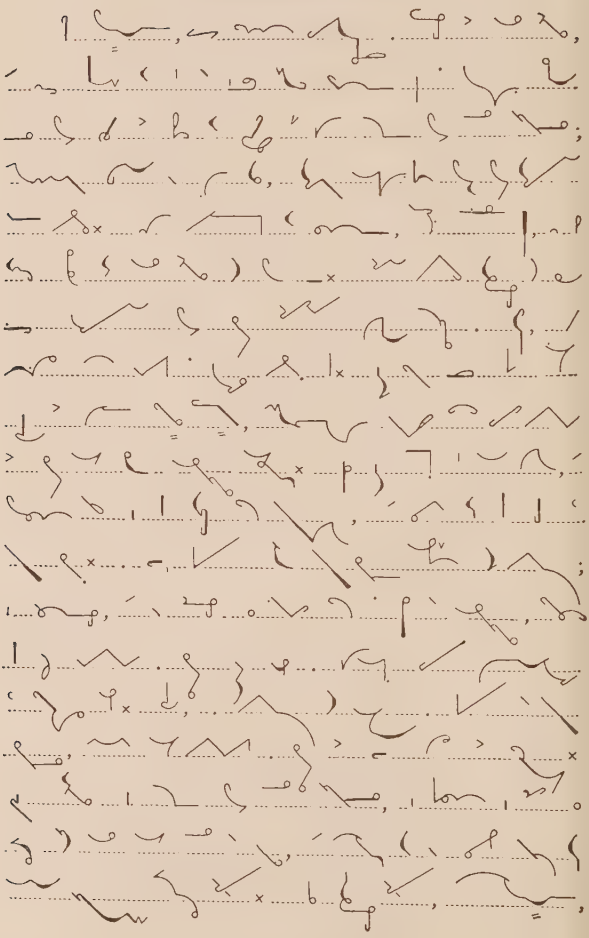


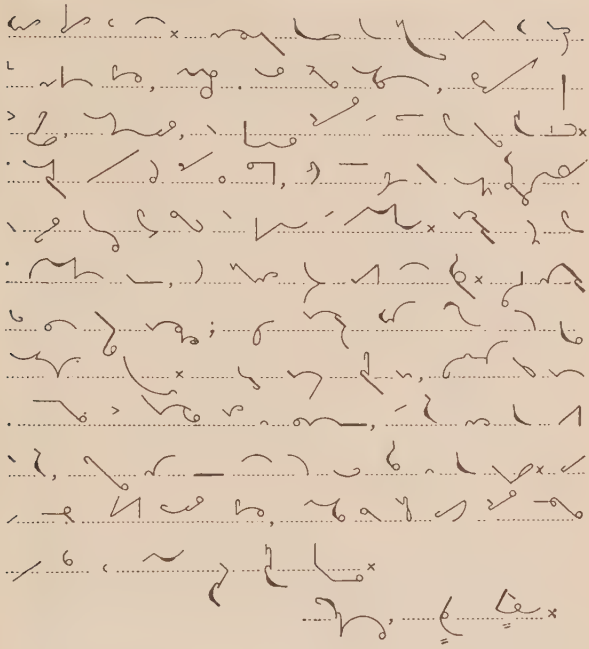
as if it were
by which it was
if it is not
if it be not
if it were
in which it is
in which it has appeared
of which it has been
of which it must be
able to make
able to think
I am able to think
I am unable to think
we are able to make
you will be able to
I cannot be
I cannot *say*
I cannot see
I hope you will not
I may not be
I shall not be



I trust not
I was not
you cannot
you may not
you must not
you should not be
you were not
you are not
I would
if it would be
they would
they would be
they would not be
we would
few words
in our words
many words
at any rate
at all times
at some time
at the same time
for some time
from time to time
some time ago

Exercise 119.





Exercise 120.

My-dear-Sir,—For-some-time past I-have-been unable to-write to-you as I-have desired and-as I-promised you when you-were here. I-hope-| you-will-not-be annoyed at-my apparent neglect. You-should-not-be, and-I-am-sure you-will-not-be when you-are-aware of-the-reason for-my | silence. I-have-no-doubt you-will-remember that I-was-not well previous to-your visit, but I-am-sorry to-tell-you I-have-been under-the care | of Dr. Brown ever-since-the day you left. Indeed, you-were-not gone

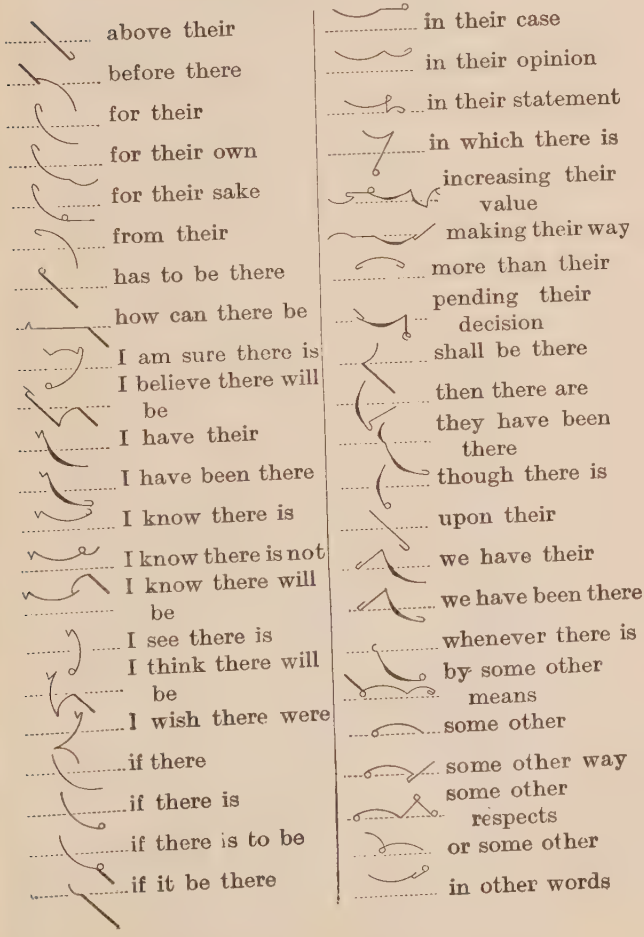
an hour when I-had to-send for-the physician. I-do-not-know what was-the | cause of-my illness; I-cannot-say that I-am-aware of anything to-which-it-may-be due. I-know of nothing to-which-it-can-be traced. At-| all-events, it-has-been very severe, and, for-some-time, my recovery was considered hopeless. Of-course, I-am-not yet out-of-the wood, and-I-must-not | boast, but I-think I-am fairly on-the road to complete recovery. You-will-be-sorry to-learn that I-am-not yet strong enough to-leave my room, | but-you-must-not- suppose that I-am in danger. I-trust I-shall-be-able-to-make an effort to visit you some-time during-the coming month. At-| any-rate, I-am hoping so. I-have-heard that-you-were injured slightly in-the railway accident last Friday. Is-this true? I-trust-not. If-it-is, you-| are-not likely to be improved by-my-letter. If-it-is-not you-will pardon my mentioning the report. In-any-case, you-might send me word, and-if-| you-can spare-the time, perhaps you-will come over on-Monday. If-you-cannot arrange this, please inform me from-time-to-time how you-are getting on with-| the new business, to-which-it-appears you-are devoting yourself. If-it-be as successful as you-were inclined-to-think you-will-be very fortunate, and-if-it-| be-not quite so profitable as you hoped, it-will still have proved an interesting experiment. At-all-events, it-was well worth a trial. At-the-same-time, you-| should-not work too hard. If-you do you-must-not-be surprised to-find your health giving way. I-have-no-doubt of-the ultimate success of-your patent, | and-if-it-were-necessary, I-could arrange to invest a consider-able amount in-the business. I-cannot-do anything in-the-matter of-the shares you spoke about until | I-have-seen-you again. I-cannot-see that-there-is any hurry about-the affair., If-it-does happen that-the shares are all taken-up before I-make | application I-shall-not mind very-much. I-am-trusting, however, that-you-will-be-able-to pay me a visit on-Monday and explain matters. I-have staying with | me an old friend who-has-been out to South-America for three-years on business matters, and-I-am-sure you-will-be delighted with-his conversations on-the | customs and manners of-the natives.

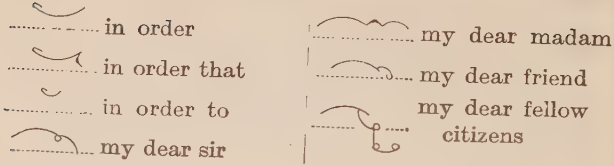
Yours-truly,
THOMAS MAKIN.

(550)

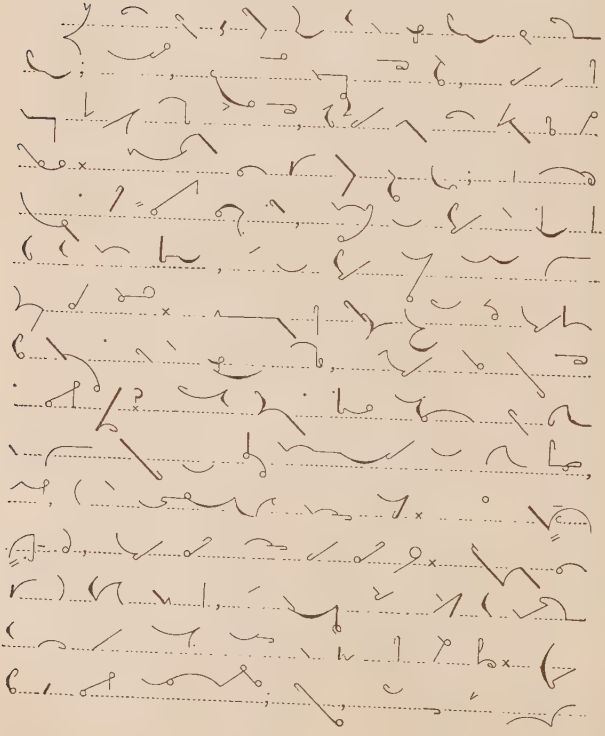
ADVANCED PHRASEOGRAPHY: SECTION 4.

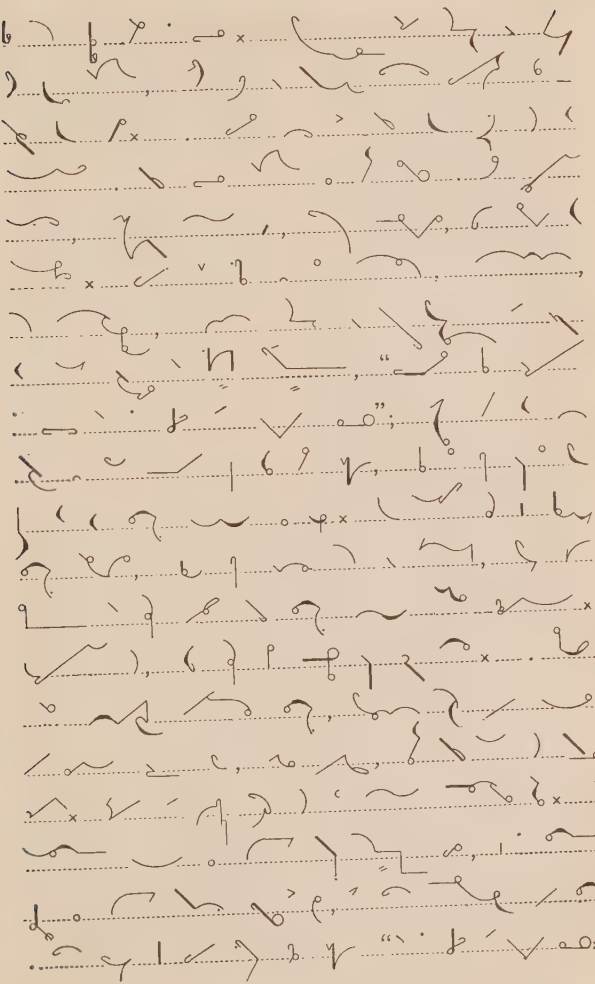
(Doubling Principle.)





Exercise 121.



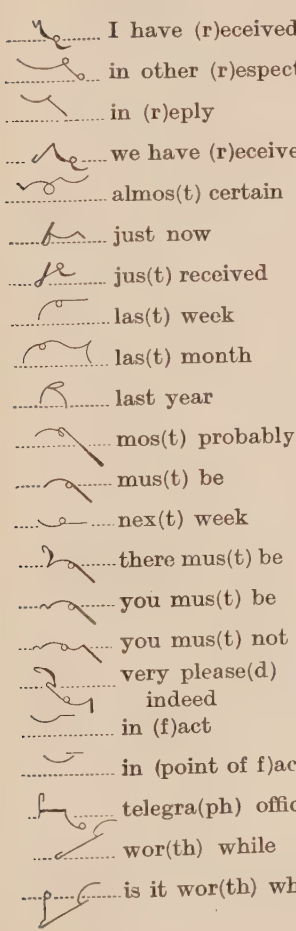


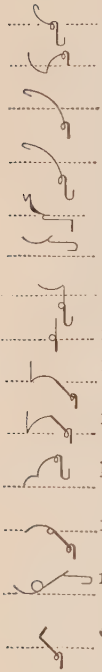
Exercise 122.

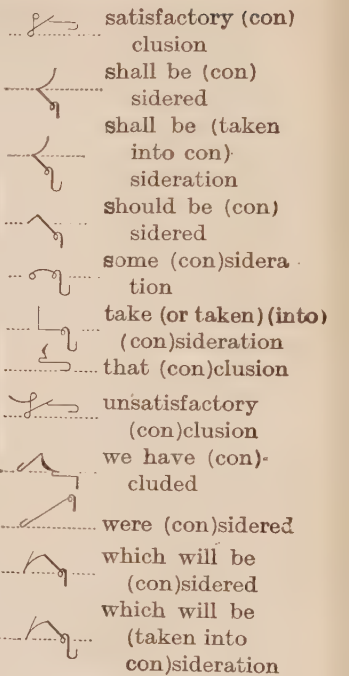
I-know-there-has-been a great-deal said, as-well-as written, about-the interest attaching to-the study of phrase and-fable, but I-know-there-has-not-| been sufficient said, in-view of-the importance of-the-matter, and-I-know-there-will-be a great-deal-more both said and written before-the subject is exhausted. | Whenever-there-is a subject of interest to-the general reader, and a desire expressed for information upon-it, there-will-be-found someone ready and willing to obtain-the | necessary knowledge and impart it to-others. As-we-have-seen, too, the work is from-time-to-time generally executed as-well-as-it-can-be, and-the-results | made known in-the very shortest time possible. This-is a great convenience to-most of-us, as-we-have-not-time to devote to-research in-these-subjects. I-| think-there-is room, indeed, I-am-sure-there-is room for-something-more on-the-topic I-have-mentioned before it-can-be-said that-the public is tired | of-it. There-are-some-people, however, who know very-little of-the origin and meaning of-many peculiar expressions of-frequent occurrence. For-their-sake, for-their-satisfaction and-| pleasure, as-well-as for-the educational advantage it-would-be to-them, I-wish-there-were-some means of-bringing before-their notice some of-the books already published | on-this-subject. I-know-there-is a variety of opinion, however, on almost all-questions, and-if-there-be any of-my-readers who doubt-the benefit to be | derived from such a study as I-have referred to, and-if-they assert that, in-their-opinion, it-would-be a waste of-time as-well-as money to-| procure such books, I-ask-them, for-their-own-sake and for-that of-other-people in-their-position, who-may look at-the matter from-their own view, to-| weigh-the following-points as carefully and as-soon-as-they can : — How often do-we-come across such phrases as " toad eater," " salted accounts," etc., and-though-their meaning, | from-their position in-the-sentence, may-be pretty clear, should-we-not-have some difficulty in saying how they came to-have-their present signification ? Have-we-not all | occasionally read some phrase, or heard some allusion which-we-did-not-understand, and-have-we-not sometimes lost the beauty of a passage through our want of knowledge ? I-| think-there-will-be few who-will dissent from this.

ADVANCED PHRASEOGRAPHY: SECTION 5.

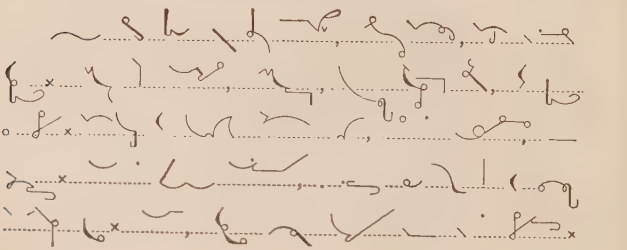
(Omissions: Consonants and Syllables.)

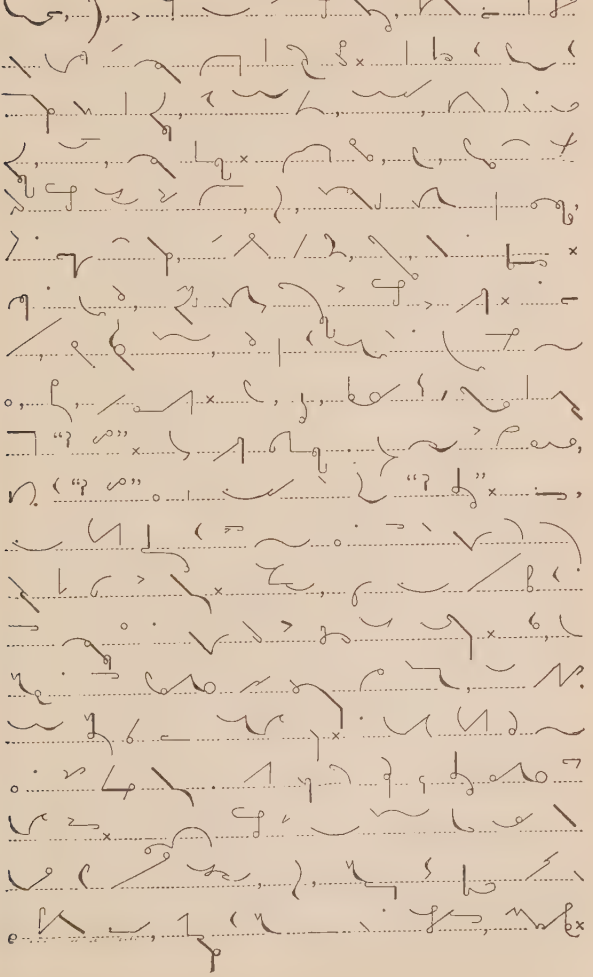






Exercise 123.





Exercise 124.

I-have-received your communication of-the 12th-inst., and I-am-very-pleased-indeed to inform-you that-you-are almost-certain to-hear from-me in-the affirmative | next-week. Most-probably you-will-be asked to-come here the last-week in-the-last-month of-the-year, but-you-must-not-be surprised if-you-are-| requested to-give your lecture at an earlier date. Your lecture in-the autumn of-last-year was a great success; in-fact, unparalleled in-the history of-our literary | organization. This-month and next-month we-are to-have a series of-lectures on-the industrial-life of-our cities in-the nineteenth century, and-it-is just-possible | that-we-may-have a famous economist as chairman at-the opening gathering. We-have-concluded that-these problems ought-to-be-considered without-delay, especially as economic questions are | very-pressing just-now.

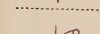
I-hope-you-will-think-it worth-while to-consider, as-far-as-possible, the alteration of-the date of-the laying of-the foundation-stone, | and-I-am-sure a little-consideration will lead you to a decision that will materially enhance the chances of a successful gathering. Is-it-worth-while ignoring-the wishes | of a small but influential section of-your supporters in-this-manner when a slight alteration would-be of advantage? In-other-respects I-think no-fault can-be-found | with-the-arrangements.

We-have-received your-letter of-the 9th-inst., respecting consignments, and your-requests shall-be-considered in-the-same-manner-as your previous communications on-such-| matters. Our Mr. Burton is away at-present in-the-north of-Scotland. We expect him back to-morrow, however, when-the whole-question shall-be-taken-into consideration, and | an early-reply forwarded to-you. Doubtless a satisfactory-conclusion can-be arrived at which-will-be-considered agreeable to all concerned.

In-conclusion, I-would point-out that-there-| are many-circumstances which-will-be-taken-into-consideration on a future occasion, but of-which it-is-considered unwise to-speak now. One necessary-conclusion, however, is-that only | in-the-manner I-have indicated is-it possible to arrive at anything like a true estimate of-the-motives of-these men towards-one-another, and to judge impartially | of-the letters which passed between-them. The incident at-the telegraph-office is-the-most-important. (407)

ADVANCED PHRASEOGRAPHY: SECTION 6.

(*Omissions: Logograms.*)


as (a) rule

at (a) loss

in (a) few days

in (a) great (m)easure

in such (a) (m)anner as

for (a) moment

to (a) great extent

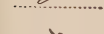
about (the) matter

all over (the) world

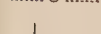
all (the) circumstances

at (the) present day

at (the) present time

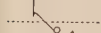

by (the) way

for (the) first time


I will (con)sider (the) matter

in (the) first instance

in (the) first place


in (the) seco(nd) place

in (the) th(ird) place

in (the) las(t) place

in (the) nex(t) place

into (the) matter

notwithstanding (the) (f)act

on (the) (con)trary

on (the) o(n)e hand

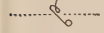
on (the) subject

under (the) circumstances

what is (the) matter

as (a) matter (of) course

as (a) matter (of) (f)act


expression (of) opinion

in (con)sequence (of)

in (r)espect (of)

necessary (con)sequence (of)

on (the) part (of)

out (of) place

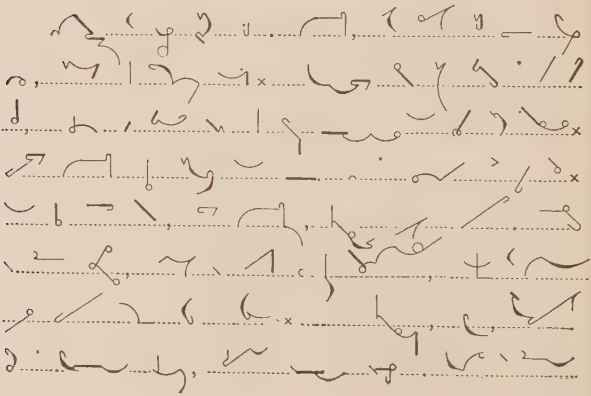
short space (of) time

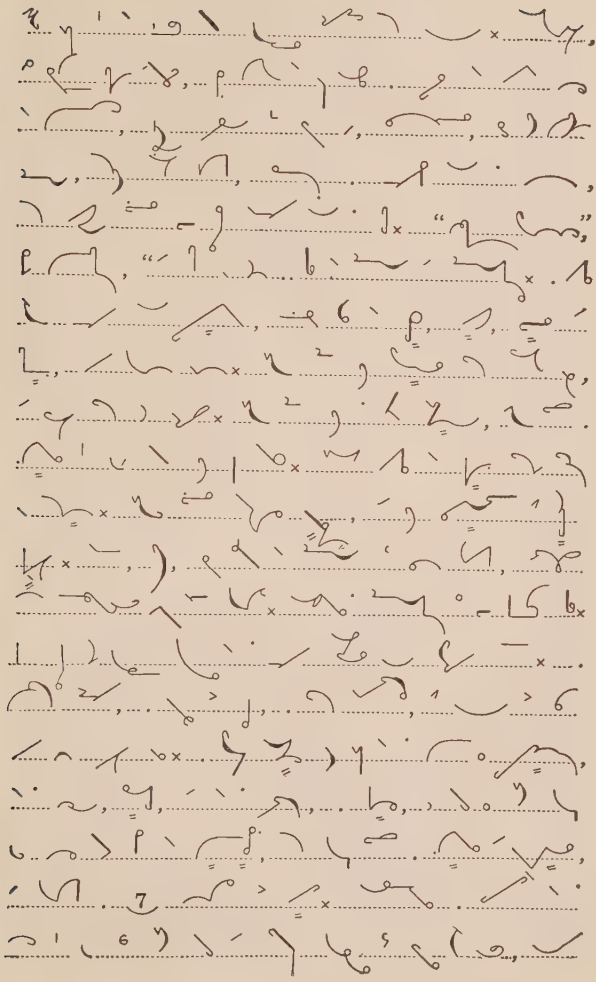
do you mean (to) say

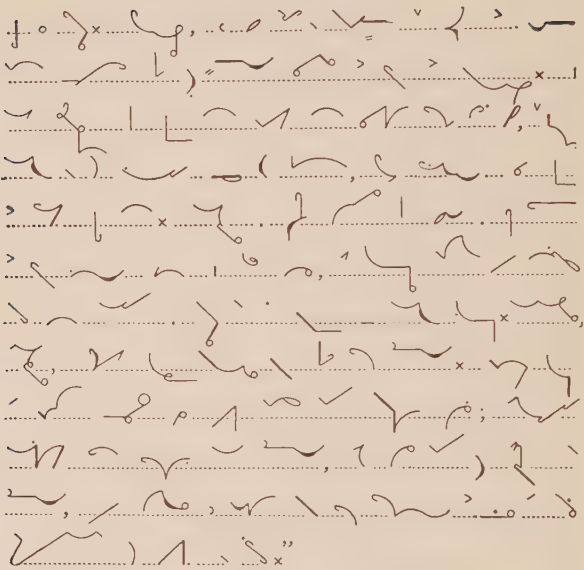
expect (to) receive

face (to) face
from first (to) last
having (r)egard (to)
in (r)ef(eren)ce (to)
in (r)ef(eren)ce (to) which
in (r)elation (to)
in (r)eply (to)
in (r)espect (to)
it appears (to) me
it appears (to) have been
it seems (to) me
ought (to) have been
ought (to) have known
regret (to) *say*
regret (to) state
we shall be glad (to) hear
we shall be glad (to) know
wi(th) (r)ef(eren)ce (to)
wi(th) (r)ef(eren)ce (to) which
wi(th) (r)egard (to)
wi(th) (r)elation (to)
wi(th) (r)espect (to)

Exercise 125.







Exercise 126.

In-consequence of-the short-space-of-time at our-own disposal, and-having-regard-to all-the-circumstances under-which-the order was given, we-are at-a-loss | to understand-the reason for-the delay in-the delivery of-the-machine which ought-to-have-been here a week ago. We-shall-expect-to-receive it in-a-| few-days without fail.

I-am face-to-face with a difficulty which-appears-to-have-been in-a-great-measure and-to-a-great-extent brought about by-those-| who ought-to-have-known better, and-I-shall-be-glad if-you-will look into-the-matter for-me, notwithstanding-the-fact that-you-are so busy yourself. The | enclosed-statement gives you my position in-reference-to-the difficulty, and-I-shall-be-glad-to-have your expression-of-opinion on-the-matter at an early date.

In-reply-to-yours of the 11th-inst., we-regret-to-state that under-the-circumstances we-cannot-accept-the mere apology on-the-part-of your client. On-the-contrary, we-shall-be compelled to-seek redress in-the law-courts in-respect-of your client's statements, and shall instruct our solicitors to-take action forthwith, unless your-client is prepared to pay the amount of damages claimed.

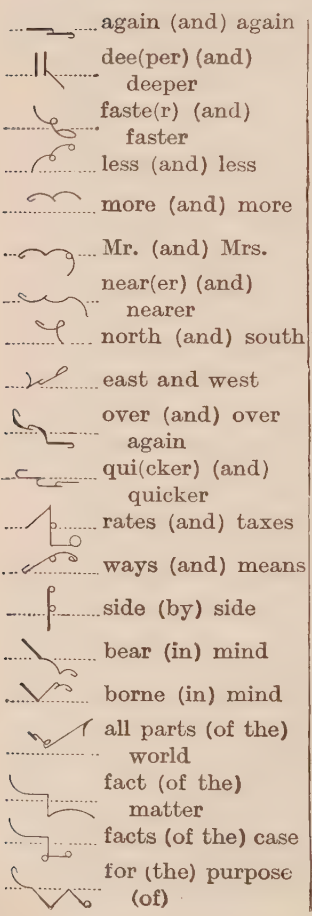
The lecturer said: It-appears-to-me that at-the-present-time many of-the changes taking-place all-over-the-world are-the outcome of inviolable laws working for-the-progress of-mankind. As-a-rule, man is apt to overlook-the silent working of-the laws of-the universe in-reference-to-which he-appears, as-a-matter-of-fact, very-little concerned, or his interest lasts but for-a-moment when some striking incident compels his attention. Generally speaking, he takes things as-a-matter-of-course, and, as a necessary-consequence of-this attitude, at-the-present-day the beauties of nature are a closed-book to a vast majority of-the inhabitants of-the globe.

I-will-consider-the-matter and deal-with-the subject as briefly as possible. In-the-first-place, it-seems-to-me that in-relation-to-the authorship there-is-no-ground for supposing it to be doubtful. In-the-second-place, the statements in-the book are supported by contemporary accounts. In-the-third-place, all-the-other known works of-the author are of unimpeachable accuracy. Therefore, from-first-to-last, I-think-the criticisms are entirely out-of-place, and-I-cannot-understand what-is-the-matter with-the reviewer that-he-should make such a violent attack, on-the-one-hand, upon-the probity of-our author, and-on-the-other, upon-the accuracy of-his-statements.

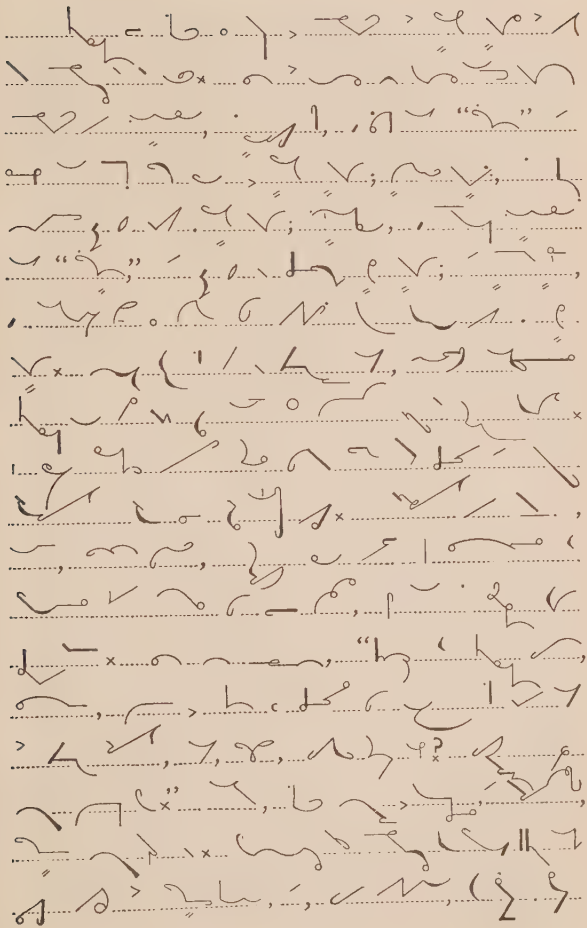
For-the-first-time in-the-history of-the company we-have to-report an adverse balance. In-the-first-instance, we-have-had a serious strike at-the works, but-you-will-be-glad-to-know-that all disputes have-been amicably settled. In-the-next-place, we-have-had some very heavy law expenses with-reference-to our existing patents, and-with-reference-to-which a statement appears in-the-report. In-the-last-place, our annual turnover has-not-been up to expectations, though, by-the-way, it slightly exceeds-the figures of-last-year. You-will-be-glad-to-hear that our new manager has introduced several excellent reforms which-will bear fruit in-the-near-future. (580)

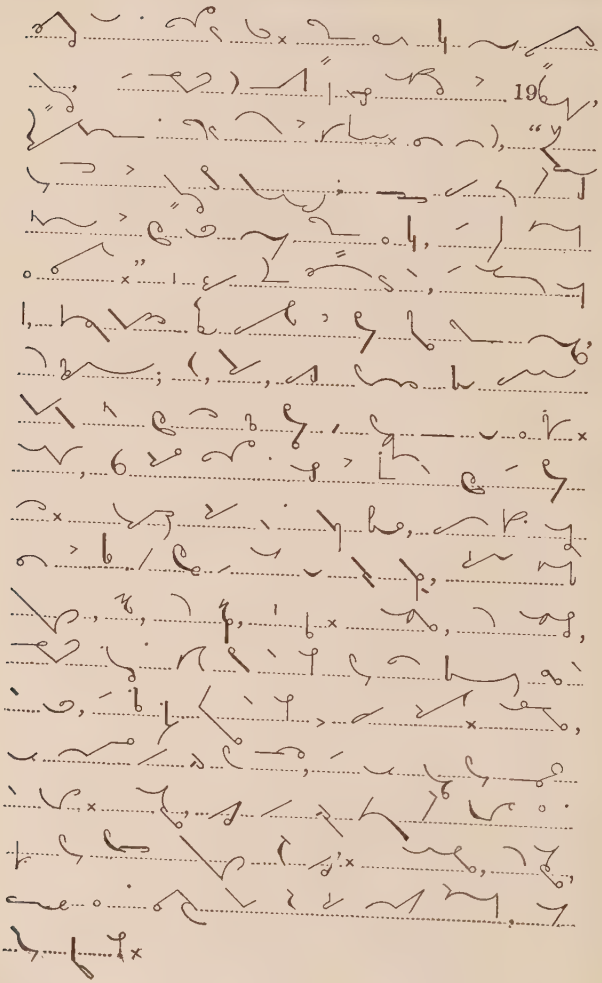
ADVANCED PHRASEOGRAPHY: SECTION 7.

(Omissions: Logograms.)



Exercise 127.





Exercise 128.

Ships of immense proportions are nowadays found in-all-parts-of-the-world, and docks have to-be-made deeper-and-deeper in-order-to accommodate the huge vessels which-| are-constructed to-carry more-and-more and to-travel faster-and-faster as time advances. Distance between us and-foreign parts is becoming less-and-less, and north-and-| south, and east-and-west are being brought nearer-and-nearer, so-that-the desire long-since expressed has almost-been accomplished, and-time-and-space have-been practically annihilated | by-the progress of science and-the ingenuity of-man.

Owing to-the peculiar-circumstances-of-the-case such a course as you suggest is out-of-the-question, and | you-will-have to-follow the procedure in-accordance-with precedent. Further, you-must endeavour to secure Mr.-and-Mrs. Brown as witnesses, as their evidence is absolutely-necessary. The | fact-of-the-matter is that-you have failed to bear-in-mind the really essential features in-connection-with-the case and-have chiefly borne-in-mind one-or-| two quite subsidiary points. Side-by-side with-this, you have unfortunately displayed a more-or-less vindictive spirit which, in-our-opinion, can-only-be prejudicial to-the success | of-your claim.

Over-and-over-again we-have-complained of-the rates-and-taxes in-connection-with our concern, and sooner-or-later we-shall-have to-discuss ways-| and-means of a successful agitation for-their reduction. Up-to-the-present-time we-have-been very heavily handicapped in-this-respect, and judging from-the present outlook our | resources will-be-called-upon more-and-more in-the-immediate future, unless-we-are-enabled to obtain-the relief we-think-we-are entitled to. Again-and-again, during-| the-last six-or-seven years there-have-been outcries against the upward tendency of-these local levies, and-in-connection-with-their collection many have urged that-the facts-| of-the case required-the immediate attention of-the authorities. The history-of-the-world shows that-this-matter of-rates-and-taxes has always-been a sore point with | people of-every-clime and nation, and-whether right-or-wrong, it-is a fact that a great-many have suffered imprisonment rather-than pay what they-have deemed unjust impositions. |

Summary.

1. Abbreviations are utilized in advanced phraseography, as follows :—

(*a*) The small circle for *as*, *is*, *us*.

(*b*) The large circle initially for *as we*, *as* and *w*, *as* and *s* ; medially for *is* and *s*, *his* and *s*, *s* and *s* ; finally for *s* and *has*, *s* and *is*.

(*c*) The loop *st* for *first*, the loop *nst* for *next*.

(*d*) The *r* and *l* hooks for a few miscellaneous words.

(*e*) The *n* hook for *than*, *been* and *own*.

(*f*) The *f* or *v* hook for *have*, *of*, *after*, *even*, and in a few common phrases.

(*g*) The circle *s* and *shun* hook for *association*.

(*h*) The halving principle for *it*, *to*, *not*, *would*, *word*, and in a few common phrases.

(*i*) The doubling principle for *there*, *their*, *other*, *dear*.

2. The following may be omitted :—

(*a*) Consonants not essential to phraseograms.

(*b*) The syllable *con*, and a few other common syllables ;

(*c*) Any logogram or logograms providing the phraseogram is legible.

CHAPTER XXXVII.

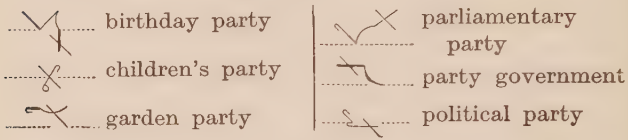
INTERSECTIONS.

229. The method of intersecting, or writing one stroke through another, is utilized for the brief, distinctive, and rapid indication of official titles, of persons or associations of various kinds, frequently-occurring colloquial phrases, etc., all of which are usually uttered with more than ordinary rapidity by speakers and dictators. In some cases where intersection is impracticable, the method of writing one stroke in close proximity to another is adopted instead of intersecting. Thus, the stroke \ *p* is intersected to indicate the word *party*, as in *political party*, *party question*, or it is written in close proximity to the preceding or following stroke, as in *Labour Party*, *Party Bill*. The forms for *party question*, and *party bill* illustrate an important point. When the word to be indicated by an alphabetic stroke is to be read first, the stroke is struck first, and the rest of the outline is cut through, or written in close proximity to it.

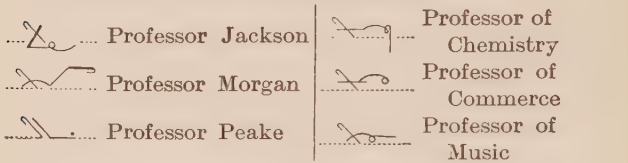
230. In studying the following lists, which are by no means exhaustive, and which need not be committed to memory, the student is urged to notice carefully the signification of each alphabetic

stroke, and to treat the examples following simply as illustrating the manner in which similar names and phrases may be written.

P is employed to represent *party*, as in

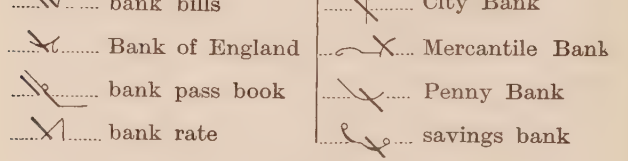


Pr is employed to represent *professor*, as in



B is employed to represent the following :—

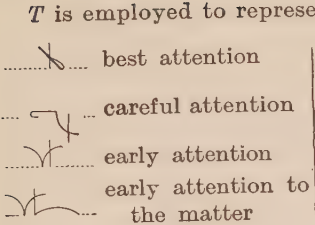
(*a*) *bank*, as in



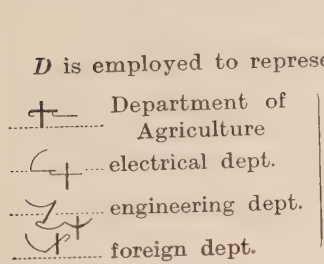
(*b*) *bankment*, as in

(*c*) *bill*, as in

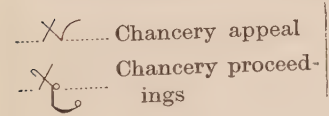
T is employed to represent *attention*, as in



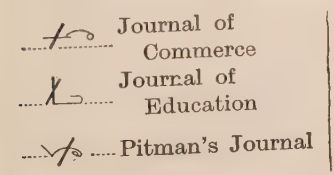
D is employed to represent *department*, as in



CH is employed to represent *Chancery*, as in



J is employed to represent *Journal*, as,



K is employed to represent the following :—

(*a*) *Company*, as in

Barber & Co.

Carriage Co.

Delivery Co.

Gas Co., Ltd.

Malleable Iron Co., Ltd.

Weaving Co., Ltd.

(*b*) *Council*, as in

Borough Council

Cabinet Council

Councils of the Party

County Council

Parish Council

Party Councils

Privy Council

Town Council

(*c*) *Capital*, as in

authorized capital

capital charge

capital expenditure

capital punishment

capital receipts

share capital

(*d*) *Captain*, as in

Captain Cook

Captain Dixon

captain in the Army

captain of the ship

captain of the team

ship's captain

Kr is employed to represent the following :—

(*a*) *Colonel*, as in

Colonel Anderson

Colonel Jackson

(*b*) *Corporation*, as in

investment corporation

Corporation of Leeds

G is employed to represent *government*, as in

English Government

French Government

government official

municipal government

F is employed to represent *form*, as in

entry form

form of acknowledgment

form of agreement

form of bequest

form of Government

form of the report

medical form

necessary form

V is employed to represent *valuation*, as in

low valuation

valuation of the property

valuation of the site

site valuation

TH is employed to represent the following :—

(*a*) *Authority*, as in

authority of the manager

authority of the representative

legal authority

local authority

military authorities

sanitary authority

well-known authority

written authority

(*b*) *Month*, as in

for a month

in a month's time

many months ago

some months ago

S is employed to represent *society*, as in

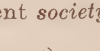
dramatic society

Hearts of Oak Society

medical society

Society of Compositors

Society of Musicians


Temperance Society

M is employed to represent the following :—

(*a*) *Mark*, as in

auditor's mark

high-water mark

low-water mark

mark of respect

official mark

private mark

save the mark !

to mark time

(*b*) *Major*, as in

Major Anson

Major General

Major Jones

Serjeant Major Jones

N is employed to represent *national*, as in

national affair

national bank

national defence

national desire

national disaster

national dividend

national finance

national reserve

national revenue

national society

L is employed to represent the following :—

(*a*) *liberal*, as in

Liberal Club

Liberal Govt.

Liberal Party

Liberal policy

liberal discount

liberal manner

liberal payment

liberal view

(*b*) *limited*, as in

Pears' Limited

Lupin Limited

R (down) is employed to represent *arrange·d·ment* in colloquial phrases like the following :—

better arrangement

I shall arrange

if you can arrange

it was arranged

please make arrangements

we will arrange the matter

R (up) is employed to represent *railway*, as in

Cambrian Ry.

difficulties of the railway

Metropolitan Ry.

railway company

railway facilities

railway officials

railway rates

railway ticket

railway time

railway time table

Sr (up) is employed to represent *conservative*, as in

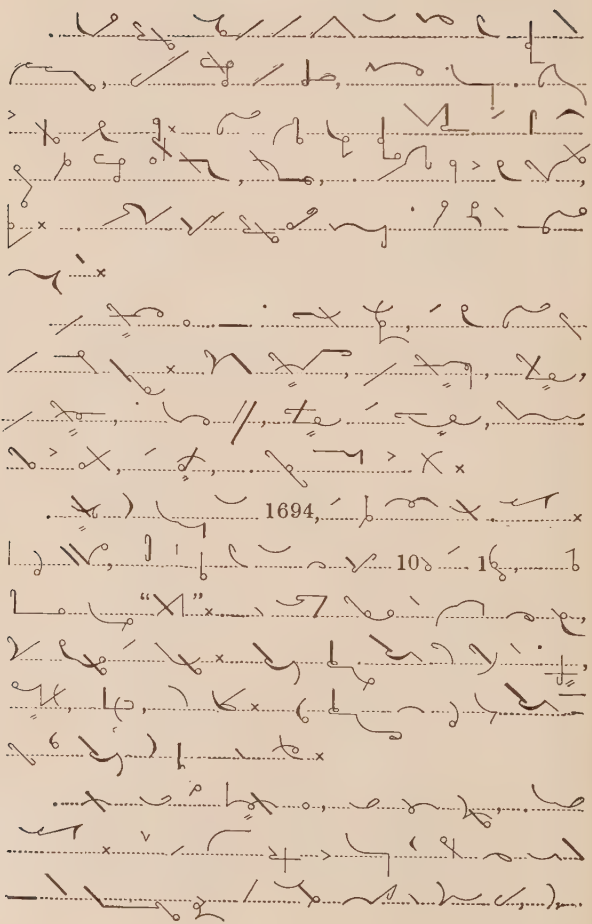
Conservative Club

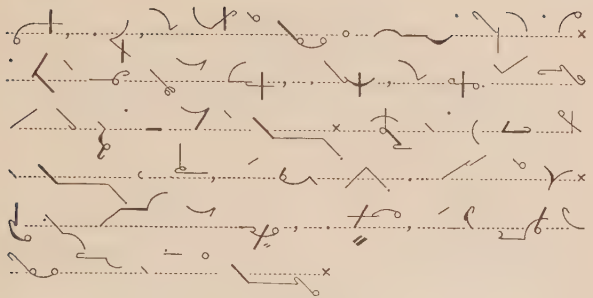
Conservative Govt.

Conservative Party

Conservative policy

Exercise 129.





Exercise 130.

Messrs. Barber-and-Co., the New Carriage-Company, and-the Dorset-Supply-Company, are to be converted into limited-companies. The annual reports of-the Malleable-Iron-Co.,-Ltd., Smith,-Brown-and-Co.,-Ltd., and-the Weaving-Co.,-Ltd., all bear testimony to-the prosperity of-trade during-the past year. A Government-official, a well-known railway-official, and a clerk in-another Government-department have all advised me to-take shares in Lee's-Brewery-Company, but, as a member of a temperance-society, I-do-not like-the idea. The local-authorities have invited-the committee of-the Agricultural-Society to-arrange a show here, and-the local Society-of-Musicians has undertaken-the charge of-the musical-arrangements. It-is hoped the committee will-arrange-the-matter. Please-make-arrangements to-come over on-the first day if-possible.

We give a liberal-discount on all cash-orders. The committee treated him in a liberal-manner and allowed him a most liberal-payment for-his services at-the Liberal-Club. On-the-authority-of-the-representative we-are-bound-to-say that-the valuation-of-the-site is a very unsatisfactory-one in-view of-the yearly-valuation which-has-been made for-the last twelve years.

Our national-society is very-much interested in national-affairs, and it-is desirous of securing the strengthening of-our national-defence. The other evening Major-Jones opened a debate on capital-punishment, and-after an interesting discussion in-which Captain-Dixon, Colonel-Beach and Professor-Peake took part, we-regret-to-say that a majority voted for-its retention. (270)

Summary.

An intersection is formed by allocating a definite word or words to an alphabetic stroke when intersecting, or written in close proximity to, another stroke, as follows :—

P = *party*
Pr = *professor*
B = *bank*, *bankment*, *bill*
T = *attention*
D = *department*
Ch = *Chancery*
J = *journal*
K = *company*, *council*, *capital*, *captain*
Kr = *colonel*, *corporation*
G = *government*
F = *form*
V = *valuation*
TH = *authority*, *month*
S = *society*
M = *mark*, *major*
N = *national*
L = *liberal*, *limited*
R (down) = *arrange-d-ment*
r (up) = *railway*
Sr (up) = *conservative*

CHAPTER XXXVIII.

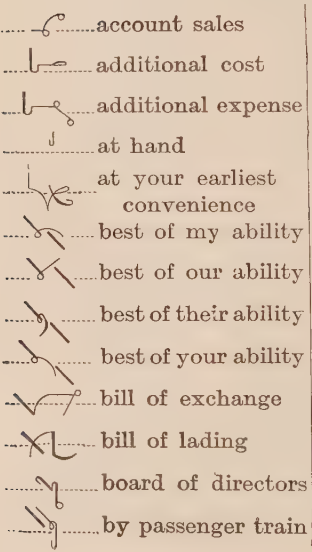
REPRESENTATIVE PHRASEOGRAMS AND CONTRACTIONS FOR PARTICULAR BUSINESSES AND PROFESSIONS.

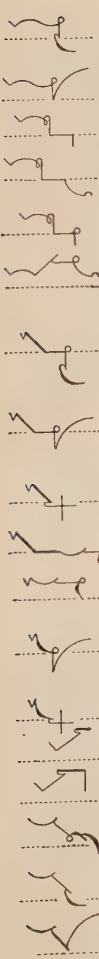
231. The general application of the principles of phrasing and intersecting is explained and illustrated in the two preceding chapters. When, however, the requirements of particular businesses and professions have to be met, these devices of phrasing and intersecting may be given a special application according to the purpose for which they are required. Thus, while in a general sense ╲ *p* intersected indicates the word *party*, it may be used to represent the word *policy* in an insurance office, and the word *apparatus* in an engineer's office. Similarly, ╱ *d* may be used to indicate *document* in a legal office, and *debenture* in a stockbroker's office; while the shorthand-clerk may use ╱ *ch* for *charge* in a shipping office, and for *cheque* in a bank. This allocation of a special meaning to an alphabetic stroke and a further application of the rules of phrasing are set out in the following lists, which are divided into General Business, Political, Banking, Stock-broking, Insurance, Shipping, Electrical and Engineering, Railway, Legal, and Theological words and phrases.

232. Unless the student is engaged in taking down matter of the special kind to which any one of the following lists relates, he should not use the strokes so as to indicate the special meanings suggested, but should keep them strictly for their general application. The lists are given simply

to show how the various devices can be adapted to the special needs of the various businesses and professions, and are by no means exhaustive. If the student wishes to derive the full benefit of the devices employed in the representative examples, he should not confine himself to the lists in this book, but should study the more comprehensive lists contained in *Pitman's Shorthand Writers' Phrase Books and Guides*, particulars of which will be found in the catalogue at the end of this book. The exercises which follow each list should be written from dictation until they can be written with ease and rapidity.

1.—General Business.




I am in receipt of your favour
I am in receipt of your letter
I am instructed
I am instructed to inform you
I am instructed to state
I am requested to inform you
I beg to acknowledge receipt of your favour
I beg to acknowledge receipt of your letter
I beg to call attention
I beg to enclose herewith
I enclose herewith
I have to acknowledge receipt of your letter
I have to call attention
I regard
I regret
in reply to your esteemed favour
in reply to your favour
in reply to your letter
in your reply to my letter
not yet to hand
ordinary rates
postal order
referring to our invoice
referring to our letter
referring to your favour
referring to your letter
referring to yours
registered letter
respectfully yours
to hand
under bill of sale
we beg to quote
we respectfully request
your esteemed favour
your favour
your obedient servant
yours faithfully
yours obediently
yours respectfully
yours sincerely

Exercise 131.

Dear-Sir,—In-reply-to-your-favour of-the 16th-inst., we-regret that-we-cannot undertake-the responsibility of adopting your suggestions with-regard-to-the machine. We-are willing to-execute the repairs to-the best-of-our-ability, and-on-the lowest-terms possible, but as we stated in-our-last-letter, the methods you propose would-be attended with great risk to-the rider. If-you decide to-leave-the-matter to-us you-might inform-us by-return-of-post, and-we-will put-the work in-hand at-once, so-as-to-be-able-to despatch-the machine by-goods-train on-Saturday. We-need-hardly-say that-we pay the best-price for all-the-materials we use, and-we guarantee them to be of-the best-quality obtainable. Referring-to-your-letter of-the 9th-inst., we-have-done our best to induce-the carriers to-quote special-rates for-the-goods consigned to-you, but-they decline to-make any reduction on-the ordinary-rates unless-the traffic is considerably increased. With-reference-to-our statement-of-account for last quarter, we-beg-to-call-attention to-the fact that-the balance due has-not-yet been received, and-we will-thank-you for a cheque or a postal-order for-the-amount at-your-earliest-convenience. We-shall-give early-consideration to-your inquiries for-the special tandem, and-will-forward-the specification desired as-soon-as-convenient. Yours-faithfully, (250)

Exercise 132.

Dear-Sir,—I-am-in-receipt-of-your-letter of-the 24th, and I-regret-to-state that I-am-unable to-give you-the information you-require. I-can-assure-you I should-be-pleased to-do-so if-it-were-possible. I-am-surprised to-hear from-you that-the funds of-your society are in-such a bad-way. I-regard-the objects of-the-society as most praiseworthy, and I-cannot-understand how it-is that public support should-be withheld. I-enclose-cheque for ten-pounds as a subscription, and-shall-be-glad to-give-the-same-amount next year. I-am-much-obliged-to-you for-the-copy of-the report. Yours-faithfully, (120)

Exercise 133.

Dear-Sir,—I-brought your-letter before-the Board-of-Directors at-their-meeting yesterday, but after some

discussion they-were-obliged to postpone further-consideration of-the-matter until | the next Directors'-meeting, which-will-be-held on-the last Tuesday-afternoon of-this-month. I-think-the Directors would-be-glad if-you would kindly set-forth your- | proposals more fully than is done in-your-letter. The first-cost of-the-material is very-low, but-the question of-the additional-cost of-preparing it for-sale, | and-the additional-expense which-will-probably be incurred in advertising it is sure to be taken-into-consideration by-the-Directors, and-if-they-had your estimate of what- | the total expenditure is likely to amount to, it-would-no-doubt help them in coming to a decision. If-you-will make-an-appointment for-some day next-week | I-shall-be-glad to see-you, and-it-is just-possible that I-may-be-able to-give-you some further-particulars. Meanwhile, I-have-the-pleasure to enclose | copy of-the-Directors'-Report published last-month. Yours-faithfully, (190)

Exercise 134.

Dear-Sirs,—In-reply-to-your-letter of yesterday, we-beg-to-state that-the bill-of-lading and-the bill-of-exchange were forwarded to-you by-first-post | on Tuesday-morning last, in registered-letter, addressed as-usual, and-we-are-surprised that-they have-not reached you. We-will make inquiries here, and-in-the-meantime, if- | you-receive-the letter kindly inform-us by-wire-at-once. Referring-to-our-letter of-the 27th ult., and your-reply to-same, we-have written-the works | pressing-them to-give early-attention-to-the-matter and to-make-the necessary-arrangements for forwarding-the goods to-the finishers as-soon as-ready. We-have-instructed the | latter to-give-the-material the best-finish, and-we-have-no-doubt they-will-do-so. We-have-also mentioned your complaint as-to-the finish of-the last | consignment, and-we-are-assured that special care will-be taken to-prevent a repetition of-the-mistake in-the future. In-accordance-with your-request, we-have-the-pleasure | to enclose-statement-of-account up to-the 30th ult., and-we-trust you-will-find this quite in-order. Our Mr. Ralphs will-be in-your town on-Wednesday- | next, and-will give-you a call. We-have-sent-you by-parcel-post a copy of-our new pattern book, and-we-shall-be-glad-to-receive your-kind- | orders for any of-the-materials named-therein. Yours-faithfully. (250)

2.—POLITICAL.

Act of Parliament

at the first reading

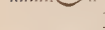
at the second reading

at the third reading

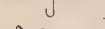
British Constitution

British Empire

Cabinet meeting


Chairman of Committee

Chancellor of the Exchequer


colonial preference

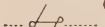
Commissioner of Works

Conservative Party

freedom of the people

freedom of the press

freedom of trade


Home Rule Party

hon. and learned member

hon. gentleman

hon. member

hon. member for Preston

House of Commons

House of Lords

Houses of Parliament

Imperial Parliament

in committee of supply

in the House of Commons

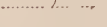
in the House of Lords

Labour Party

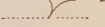
Leader of the House

Leader of the Opposition

Leader of the Party

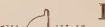

Liberal Party

Liberal Unionist


Liberal Unionist Party

Local Government Board

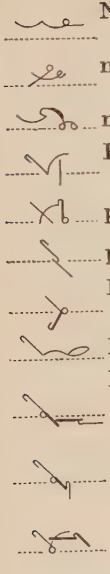
Lord of the Admiralty


Lord of the Treasury

member of Parliament

my hon. and gallant friend

my hon. friend



Exercise 135

The right-hon.-gentleman, the member-for-Preston, speaking in-the-House-of-Commons, on Tuesday-evening, on-the-proposal to increase-the numerical strength of-the Army-and-Navy, | referred to-the extraordinary growth of-the British-Empire during-the-last fifty years. He asserted with-much vigour that freedom-of-trade, freedom-of-the-people, and freedom-of- | the-Press, were-the rule in every-part of-His-Majesty's dominions, and he declared that every free-trader was bound to-give-the measure his support. His Majesty's-Government | had given most careful consideration to-this-matter, and Ministers in both Houses-of-Parliament were quite unanimous in-the conviction that-such a measure was-necessary for-the safeguarding | of-the vast interests committed to-their care. His right-honourable-friend, the Secretary-for-War, had

shown exactly how-the proposed increase would-be distributed, and-the Chancellor-of-| the-Exchequer, the First Lord-of-the-Treasury, and-the First Lord-of-the-Admiralty had each advanced weighty reasons for-the adoption of-the-proposal. It-was-not a | party-question, and he trusted that-the right-honourable-gentleman, the leader-of-the-Opposition, would-not attempt to-make party-capital out-of-it. It-was true, as-the | President-of-the-Board-of-Trade and-the Secretary-of-State-for-the-Home-Department had both candidly admitted, there-were several minor details of-the-measure open to-amendment, | but-they would, no-doubt, be amended in-committee, when-the Chairman-of-Committee would-give honourable-members, and especially the honourable-and-learned member for Bath an opportunity of | debating these-points. The Leader-of-the-Opposition took exception to-the-manner in-which-the proposal had-been brought before-the House, and-declared that sound reasons had-not-| been advanced for-its adoption. As Leader-of-the-Party in Opposition he claimed that fuller discussion should-be given to-the-measure before-the Government pressed it forward to | a division. The Secretary-of-State-for-War replied for-the-Government, and-the-motion was carried by a very large majority. (352)

Exercise 136.

Topics of-considerable interest were discussed at-the district conference of-the Labour-Party. There-was much praise for-the National-Insurance-Act. The question of-the nationalization-of-railways | in-the United-Kingdom raised a lengthy and-interesting discussion. With-regard-to proportional-representation it-was asserted that-it-was opposed by party-organizers because it-would open-the | way to-government by groups which-would-be contrary to-the traditions of-the-British-Constitution. Much objection was-taken to-the increase in-the naval-estimates for-the | current year, and-some speakers averred that our plenipotentiaries abroad might do more to-check-the desire for increased armaments. The condition of-the working-classes in-the United-States | and-Germany was given as an argument against tariff-reform, while it-was argued that-the whole question of colonial-preference could-only-be satisfactorily settled by an Imperial-Parliament. | (150)

Exercise 137.

The Treasury had consented to enlarge-the land-department. There-would-be one additional Sub-Commissioner and-four Assistant Sub-Commissioners. The Treasury had also sanctioned an additional clerical staff to-the | number of eleven persons. A matter of-great importance and-difficulty at-the-beginning of-this work had-been-the obtaining of-suitable land. A great-deal of-land was | expressly excluded by-the Act. In-some-places there-was-not enough suitable land for all-the applicants, and-there-were cases in-which-the only remedy for congestion was-| the migration of-some of-the applicants to-other-parts of-Scotland. There-were various causes which-made rapid progress impossible in-the-first year, but-these-would diminish as | time went on. He hoped the Board would-be-able-to bring into use for small-holders land which now was either not cultivated or not being used to-the | best-advantage. During-the past century a large area of arable cultivation had passed into permanent pasture, and he hoped it-would-be possible to-place many small landholders on | land of-that kind—a process which-would increase-the number of-men maintained on-the soil. As-to deer forests, there-were two-cases in-which owners had offered | to negotiate for a settlement, and-there-were several other cases in-which negotiations were going on. The question of compensation might make-the taking of a small piece of-| land in-the-middle of a deer forest an extremely costly business. The first report showed that by-the end of-the-year, subject to-the decision of-the land | Court, arrangements had-been made to-provide for 500 applicants, and-since-then a great-deal of-work had-been-done. Many hundreds of-cases were in various stages | of development. The Board were anxious, not-only to-find land for small holdings, but also to assist their successful cultivation by giving the holders opportunities of-practical instruction and | demonstration, of-learning the best-methods of-cultivation, of keeping up-the quality of-their stock, and-by encouraging poultry and everything which-would-make-the small holdings profitable. Co-operation | amongst small-holders was making satisfactory progress, and-the-Board were at-present in communication with-the Scottish-banks for-the-purpose-of seeing whether they could offer better credit | facilities. (391)

3.—Banking.

accepted for the honour of

accepted payable in London

ad valorem stamp

advance against a life policy

arbitration of exchange

bank note

bank post bill

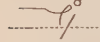
cable remittance

cancel the cheque

circular note

clearing house

country cheque


course of exchange

date of the maturity of the bill

deed of transfer

draft on demand

English Government Securities

form of indemnity

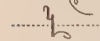
in case of need

Joint Stock Bank

last indorser

London clearing bankers

long exchange


memorandum of deposit

metropolitan cheque

negotiable instrument

negotiable security

nominal consideration

not negotiable cheque

orders to retire acceptances

paying-in slip

per procuration acceptance

rate of exchange

refer to drawer

restrictive indorsement

short exchange

specially indorsed

telegraphic transfer

town cheque

without recourse

written authority of the drawer

Exercise 138.

My-brother and-I are in Joint-Stock-Banks in-London. He-is in-the foreign-department and consequently he-is specially acquainted with-such expressions as arbitration-of-exchange, | course-of-exchange, rate-of-exchange, long-exchange, short-exchange, cable-remittance and telegraphic-transfers, and a draft-on-demand. The phraseology used in-connection-with bills is very interesting | to-him, and-in dealing-with a bill he-has, of-course, to note the date-of-the-maturity-of-the-bill, whether it-is specially-indorsed, or has a | restrictive-indorsement, or has on it the words without-recourse, or in-case-of-need. Bills are sometimes accepted-for-the-honour-of any party thereon, or accepted-payable-in- | London, or they-have a per-procuration-acceptance. A bank may-receive orders-to-retire-acceptance. I-am specially concerned with cheques which-may-be town-cheques, metropolitan-cheques, or | country-cheques, paying-in-slips, various bank-notes and circular-notes. Our-bank occasionally consents to-grant an advance-against-a-life-policy and accepts deeds accompanied by a memorandum- | of-deposit. I-understand-the significance of a nominal-consideration, which-is given for-the-purpose-of avoiding paying ad-valorem-stamp duty, a deed-of-transfer, a negotiable-instrument, | and a negotiable-security, among-which last English-Government-Securities take a premier place. A form-of-indemnity is used in-connection-with-the loss of documents, and-in other | matters. Sometimes I-have to-write on a cheque-" refer-to-drawer," and occasionally a cheque is-not honoured without-the written-authority-of-the-drawer, or-the advice to | " cancel-the-cheque " is received. I-have to pay particular attention to a " not-negotiable "-cheque. Without-the Clearing-House the London-clearing-bankers would-be unable to-cope with- | the huge number of cheques which pass daily through-their banks, the daily average being about £50,000,000. The amount of-labour, both physical and mental, represented by-this | vast sum, is indeed wonderful. There-are four clearings each day: Metropolitan, Town (morning), Country, Town (afternoon), at-each of-which-the respective-cheques are cleared. The busiest days are- | the fourth of-the-month when so-many bills are payable, and-the Stock-Exchange settlement days.

(377)

4.—Stockbroking.

bearer shares

blank transfer

buying for control

capital liabilities

carry-over facilities

concentrating plant

consolidated annuities

convertible gold bonds

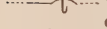
cum dividend

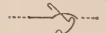
cumulative preference shares

day to day money

demoralized markets

directors' qualification


dwts. per ton

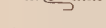

ex-dividend

first mortgage debentures

funded debt

guaranteed preference

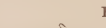
interim dividend

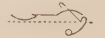

letter of regret

low yielding securities

money a drug on the market

non-cumulative preference shares


professional bear account


professional bull account

proportion of reserve to liabilities

prospectors' rights

reduction plant

second preference shares

sinking fund

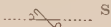
sinking operations

special settlement

stock and share market

stocks and shares

Stock Exchange


subscribed capital

surplus profits

upward movement

yield per cent

yield per ton

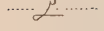
Exercise 139.

The young investor is apt to be nonplussed by-the business vocabulary of-the stockbroker. If-he reads the financial articles on-the stock-and-share-markets he-will come across such expressions as buying-for-control, carry-over-facilities, day-to-day-money, money-a-drug-on-the-market, demoralized-markets, professional-bear-account, professional-bull-account and upward-movement. In-the-mining market section he-will read of-prospectors'-rights, concentrating-plant, reduction-plant, sinking-operations, and-the report of a year's working will mention dwts.-per-ton, yield-per-ton, and yield-per-cent. He-probably knows little of-directors'-qualifications, and-is liable to be misled into buying low-yielding-securities. Among the various investments there-are consolidated-annuities or consols, a funded-debt of-the-government, cumulative-preference-shares, non-cumulative-preference-shares, first-mortgage-debentures, second-preference-shares, and so on. He-may come across blank-transfers and bearer-shares, and-have to-study the subscribed-capital, the capital-liabilities, the proportion-of-reserve-to-liabilities and-the surplus-profits of going concerns. He-will-have to pay special-attention to-the sinking-fund, an amount which-is annually set aside out-of revenue and-invested with-the interest accruing to-provide, at a future date, for-the redemption of a loan or a series of debentures, or for recouping the gradual shrinkage in value by exhausting the known profit-bearing resources of a mine or similar undertaking. When taking-up stocks-and-shares he-will, of-course, be influenced by interim-dividends, and whether the stocks-and-shares are cum-dividend or ex-dividend, and-in-some-cases after much trouble and-some worry he-may-receive a letter-of-regret. In-the-case-of companies being floated he-must notice if-the Stock-Exchange is giving a special-settlement. Certainly the investment of-money so-as-to-produce a satisfactory return is-no easy-matter, and-whether convertible-gold-bonds or guaranteed-preference-shares are held, it-is-necessary to-exercise the greatest caution. Even-the most astute investor may-be deceived at-times by prospectuses, and balance-sheets may fail to-reveal the true state-of-affairs of a company.

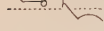
(368)

5.—Insurance.

Accident Insurance Co.


approximate rate of premium

automatic sprinklers


bonus year of the company

casual employment

claim for compensation

combined accident and disease policy

damage by fire

damage to premises

damage to tyres

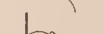
date and term of insurance

dislocation of the wrist

fire insurance

immediate benefit

in full discharge of all claims


incombustible materials

Insurance Co.

interim bonus

life insurance

life policy

loan on the policy

medical examination

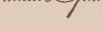
morale of the risk

motor-car

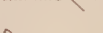
negligence of the chief engineer

ordinary accident policy

Personal Accident Insurance


personal injury

policy is declared void


policies are declared void

proposal form received

quinquennial valuation

registered number of the car

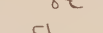
renewal of the policy

responsibility of the company

situation of the crane

situation of the lift

Third Party Indemnity Insurance


Workmen's Compensation Act

Exercise 140.

The operations of insurance-companies now cover a very extended field and are continually growing consequent upon legislative enactments and improved methods of-locomotion. There-is-the Workmen's-Compensation-Act | which deals with accidents arising out-of and-in-the-course of-employment, and-claims-for-compensation are made for minor-accidents such-as-the dislocation-of-the-wrist and | unhappily also for fatal accidents. Often this compensation is paid in a lump-sum in-full-discharge-of-all-claims. Evidence of a definite contract or arrangement must-be shown | in-the-case-of casual-employment before compensation can-be claimed. Third-Party-Indemnity-Insurance is concerned with-the liability of-persons to-third-parties in-respect-of personal-injury | and damage-to-property. The rate-of-premium depends on-the *morale*-of-the-risk. In-the-matter of-motor-car insurance there-are-considerations of damage-by-fire and | damage-to-tyres, and-in-all-cases the registered-number-of-the-car must-be given. Then there-is indemnity for accidents in-connection-with lifts, cranes and hoists in-| which-the situation-of-the-cranes, and-the situation-of-the-lifts are of-much importance. Personal-Accident-Insurance may-be covered by an ordinary-accident-policy or a combined- | accident-and-disease-policy. Fire-insurance covers damages-to-premises by fire, and among other precautions automatic-sprinklers are insisted upon where there-are other-than incombustible-materials. Life-insurance | is often associated with a medical-examination and policies-are-declared-void and-the responsibility-of-the-company ceases if material facts are hidden by-the insured. Most companies have | what-is termed-the bonus-year-of-the-company, and-some declare an interim-bonus. A quinquennial-valuation is taken by life offices when bonuses are declared and-provisions made | for shareholders'-dividends where-the office is a proprietary one. One-of-the-most attractive features of-life-insurance is-its simplicity. There-are-no legal costs or charges to | be faced, there-are-no trying and complicated investigations to be-made, requiring the skill and experience on-the-part of-the-principal personally or by deputy, and-the business | of obtaining a life-policy can-be completed in-the-course-of a very few hours, without incurring a single farthing of unproductive expense. (384)

6.—Shipping.

advances on acceptances

bill of lading in set of four

Board of Trade regulations

cable exchange rate

captain's receipt for documents

case of total loss

cash against bill of lading

Chamber of Commerce

charter party

constructive total loss of cargo

consular invoice

cost, insurance and freight (*c.i.f.*)

documents of title

indorsed and confirmed

errors and omissions excepted (*e. & o. e.*)

foreign general average

free of general average

free on board (*f.o.b.*)

free on rail (*f.o.r.*)

London office of the bank

Marine Insurance Act

marine insurance policy

Merchant Shipping Act

nature and cause of damage

not responsible for the damage

Port of London Authority

remit draft on Paris

remit proceeds of bill

salvage charges

shipping documents enclosed

telegraphic codes

to be approved by the underwriters

value to be declared

voyage policy

weight subject to correction

York-Antwerp Rules

Exercise 141.

The Port-of-London-Authority extends its sway over-the greatest and richest highway of-commerce ever known to-history, and-it-is continually improving the conditions of shipping on- | the-Thames. In matters relating to shipping the Board-of-Trade-regulations have to be carried out, while-the various chambers-of-commerce seek to-improve and modify any enactments | affecting the interests of-their-members. The Merchant-Shipping-Act, the York-Antwerp-Rules, and-the Marine-Insurance-Act have an important bearing on-the importation and exportation of-produce. | When goods are exported various documents are used according-to-circumstances. Among-these documents may-be a bill-of-lading-in-set-of-four, an invoice, marked *e.-&-o.* | *e.*, a consular-invoice, and a marine-insurance-policy, which-may-be a voyage-policy. These, which-are frequently accompanied with a bill-of-exchange, form-the documents-of-title. | Sometimes a charter-party is employed, and for all-these a captain's-receipt-for-documents is given. A shipper's prices may-be *f.-o.-b.*, *f.-o.-r.*, or *c.-* | *i.-f.*, and insurance may-be free-of-general-average, or according-to foreign-general-average. In-all-cases risks must-be approved-by-the-underwriters, or they-will-not- | be responsible-for-the-damage which-may occur. In making a claim the nature-and-cause-of-damage must-be given, and-there-may-be a case-of-total-loss | or constructive-total-loss. If salvage is necessary the ship, freight, and cargo must each pay its-own share of-the salvage-charges. Consignees may-be-written to by post | with shipping-documents-enclosed. Very often arrangements are made for bankers to-make advances against shipments, or advances-on-acceptances. The banker forwards the documents to-his agent abroad who- | presents the bill-of-exchange for acceptance or payment upon-which-the agent will surrender the shipping-documents. The London-office-of-the-bank will-be advised and-the shipper | will-be credited with-the margin, or difference between-the advance made and-the amount-of-the-bill. Instructions are often given to remit-draft-on-Paris, to remit-proceeds-| of-bill by telegraphic-transfer, or to cable-exchange-rate, and telegraphic-codes are employed. These usually consist of key-words or figures, each word or group of figures representing | a complete sentence. (393)

7.—Electrical and Engineering.

alternating current

automatic apparatus

Bessemer steel

block signal

civil engineer

combustion chamber

current density

discharge chamber

discharge resistance

earth currents

eddy currents

electric current

electrical engineer

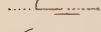
energy current

energy resistance

exhaust valve

free charge

heating apparatus


high resistance

high voltage

induction coil

lever and weight safety valve

low pressure cylinder

low voltage

mechanical stokers

monophase generator

no voltage attachment

pressure gauge

primary battery

primary coil

primary currents

railway engineer

residual charge

resistance board

resistance of copper circuits

rotary converter

rotary transformer

secondary coil

secondary current

sight feed lubricator

spring balance safety valve

vacuum brake

water cooling plant

Exercise 142.

The history of engineering is a very fascinating subject, and-the-remains of remote antiquity, as exemplified in-the pyramids of Egypt, and-of Stonehenge in-our-own island, testify | to-the early skill of-men in matters relating to engineering. It-was about-the middle of-the 18th-century that-the-profession of engineering originated, and to-day it- | is-one of-the foremost in-the-world. There-are many subdivisions such-as military, mining, mechanical, civil, railway, sanitary and electrical, and-as electricity is-now so generally applied | it-is-necessary for-most engineers to-be electricians also. Electricians must understand what-is meant by earth-currents, eddy-currents, electric-currents, alternating-currents, residual-charge, resistance-board, rotary- | transformer, or rotary-converter. The railway-engineer is concerned, more-or-less, with block-signals, heating-apparatus, Bessemer-steel, and vacuum-brakes, while-the mechanical-engineer pays special-attention to | automatic-apparatus, combustion-chambers, exhaust-valves, low-pressure-cylinders and high-pressure-cylinders, mechanical-stokers, sight-feed-lubricators and water-cooling-plants. He-has to-consider-the advantages and disadvantages | of-the lever-and-weight-safety-valve and-the spring-balance-safety-valve, and also of-the surface-condenser, which-is a device employed for condensing exhaust steam without mixing- | it with cold water. The method is-now universally used in marine engines. Among other things, the electrical-engineer should-know-that power delivered from-the monophase-generator is pulsating, | that from-the multiphase-generator is constant; that current-density is-the amount of current per unit of area of a cross-section of a conductor; that an induction-coil | is an apparatus used for obtaining a very-small-current at a very high-voltage from a battery-current of low-voltage, and hence really a transformer especially adapted to | work a continuous-current from a few cells; that a primary-coil is that coil of an induction-coil, transformer, etc., through which flows a primary-current, with-the original-| current, whose fluctuations are to be utilized in-order-to induce another or secondary-current in-the secondary-coil of-the apparatus; and that copper-loss is-the waste of- | energy through-the resistance-of-copper-circuits in electric-plant, the energy being dissipated in-the form of heat. (380)

8.—Railway.

break down plant

Caledonian Ry.

Charing Cross Station

chief mechanical engineer

dining car

district traffic manager

fast passenger train

general manager

goods traffic committee

Great Central Railway

Great Eastern Railway

Great Northern Railway

Great Western Railway

King's Cross Station

Lancashire and Yorkshire Ry.

locomotive and engineering committee

locomotive superintendent

L. & N.W. Ry. Co.

L. & S.W. Ry. Co.

Midland Railway

North British Railway

Paddington Station

passenger brake van

passenger traffic committee

passengers' luggage

permanent way committee

police superintendent

railway directors

railway manager

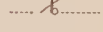
railway receiving station

St. Pancras Station

second class compartment

settlement of claims

sleeping saloon


slight collision

superintendent of the line

telegraph superintendent

traffic manager

Exercise 143.

In-the United-Kingdom there-are over 500 railway-companies the lines of-which-are worked or leased by about forty of-the-principal-companies. It-was in-the | first half of-the 19th-century that-the-majority of-the-great undertakings received parliamentary sanction. Commencing-with-the-year 1834, the following is-the-order | in-which-the companies named received their Act: London-and-South-Western-Railway, Midland-Railway, Lancashire-and-Yorkshire-Railway, North-British-Railway, Caledonian-Railway, Great-Central-Railway, London-and-North- | Western-Railway, Great-Northern-Railway, Great-Eastern-Railway, Cambrian-Railway, and Great-Western-Railway. London is-the centre from which radiate all-the-great English-railways, and among-the well- | known termini are King's-Cross-Station, Paddington-Station, Charing-Cross-Station, and St.-Pancras-Station. For-purposes-of administration the work of a railway is divided into many-departments under- | the-control of-the general-manager, who ultimately settles all disputes. Then-there-are the chief-mechanical- | engineer, who-is-the head of-the locomotive-department which-has very complicated | matters to negotiate, the traffic-manager, the locomotive-superintendent, the super-intendent-of-the-line, the telegraph-superintendent, and so on; while various committees, such-as-the goods-traffic-committee, the | locomotive - and - engineering-committee, the passenger-traffic-committee and-the-permanent-way-committee decide important-matters concerning-the working of-the line. The settlement-of-claims made by-clients of-the | railways is a very difficult problem, and often leads to actions in-the-law-courts. To-cope with-these and other matters, such-as-the rating of-the railway by | public bodies, a staff of fully-qualified solicitors is employed by-each-company. The very-important and complicated work of-the equitable division of-receipts for-the carriage of passengers | and goods, demurrage on wagons, etc., is performed at-the Railway-Clearing-House. Long-distance passenger-trains may-have sleeping-saloons and dining-cars, and many companies have discontinued second-class- | compartments on all-trains. Nearly all passenger-trains have a passenger brake-van for passengers'-luggage and merchandise and perishables for quick transit. (353)

9.—Legal.

affidavit

Articles of Association

bankrupt

bankruptcy

breach of promise of marriage

Central Criminal Court

Chancery Division

circumstantial evidence

counsel for the defence

counsel for the defendant

counsel for the plaintiff

counsel for the prisoner

counsel for the prosecution

Court of Appeal

Court of Criminal Appeal

deed of settlement

deed of trust

deed of assignment

Divisional Court

Ecclesiastical Court

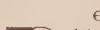
employers' liability

equity of redemption

examination in chief

executor

executrix


grand jury

Habeas Corpus

heirs, executors, administrators and assigns

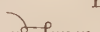
heirs, executors, administrators or assigns

High Court of Justice

increment duty

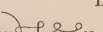
judgment summons

jurisprudence


justice of the peace

King's Bench

King's Bench Division

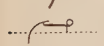

King's Counsel

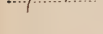
learned counsel

learned counsel for the defence

learned judge

legal estate

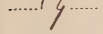

legal personal representative


Lord Chancellor

Lord Chief Justice

marriage settlement

may it please your honour

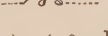

memorandum of association

my learned friend

official receiver

official writer

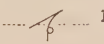
originating summons


power of attorney

Probate, Divorce, and Admiralty Division

real estate

recognizance


reversionary bonus

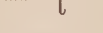
trust funds

verdict for the defendant

verdict for the plaintiff

warrant of attorney

will and testament


your worship

Exercise 144.

Re SMITH, a Bankrupt.

T. B. GILL, Esq.

Dear-Sir,—The action brought by-the Official-Receiver to-test the validity of-the Bill-of-Sale given to-you by | Mr.-Smith, came on for trial to-day in-the King's-Bench-Division of-the High-Court-of-Justice, before Mr. Justice Bright. I-regret-to-say that-the learned-judge, | after hearing the arguments on both-sides, decided against you on-the ground that-the document is-not in-accordance-with-the form prescribed by-the Act-of-Parliament relating | to Bills-of-Sale. You-will-remember that I-have many-times pointed out to-you that-the Bills-of-Sale Act is so obscurely worded that great-numbers of | Bills-of-Sale prepared by-the-most eminent conveyancers have-been set aside on-the-same-ground. It-is open to-you to-carry the matter to-the Court-of- | Appeal, but I-do-not advise that course. Yours-truly, (160)

Exercise 145.

Mr. Walter Morton's progress at-the Bar has-been unusually rapid. He-was called in 1887. Before he had-been two-years at-the Bar | he had-been counsel-for-the-plaintiff in an action for breach-of-promise-of-marriage, counsel-for-the-defendant in an action in-the Probate,-Divorce,-and-Admiralty-Division, | had appeared once in-the Ecclesiastical-Court, and-once before-the Lord-Chancellor in a Habeas-Corpus case. In every-instance he-was successful. If-he represented-the plaintiff the | result was a verdict-for-the-plaintiff, and-if-he represented-the defendant the result was a verdict-for-the-defendant. He-is respected in-the High-Court-of-Justice | for-his thorough-knowledge of-the Common-Law, and-is always heard with marked attention in-the Divisional-Court. He argued with great ability a novel point raised on a | commercial-summons in-the King's-Bench last-week. He-has-been retained in an important action on a bill-of-lading, and also in-several assessment appeals arising out-of- | the recent quinquennial-valuation. He-is an authority on-the vexed question of employers'-liability under-the Workmen's-Compensation-Act, and-is as successful with a Common-Jury as with- | the Judges. Those-who heard his arguments the other-day as-to-the difference between-the meaning of-the two phrases, "heirs, - executors, - administrators, - *and* - assigns," and "heirs,-executors,-administrators,- | *or*-assigns," will-not soon forget his keenness. He-was equally brilliant lately when-the notary-public was sued on a warrant-of-attorney. As-he refuted the arguments of- | the learned-counsel-for-the-defendant, "my-learned-friend" must-have felt overwhelmed. In-consequence-of the death of-his-father, under whose will-and-testament he inherits considerable personal- | estate and real-estate, he-is-not dependent upon his profession. People are already speculating as-to when-he-will-be-made a King's-Counsel. He-has-been nominated as | a Justice-of-the-Peace for Surrey, his father's county. He-is-the prospective candidate for a very large constituency in-the-North of England and he-is in great | demand as a political speaker. There-is-no-doubt that at-the first opportunity he-will-be elected to-represent-the constituency in-Parliament. His intimate friends are hopeful that | in due time he-will fill the highest judicial position in-the land, and-they feel sure he-would-be an ornament to-the office. (405)

10.—Theological.

Almighty God

archbishop

atonement

baptize-d-st-m

Calvinism

Catholic faith

Children of Israel

Christ Jesus

Church and State

Church of England

covenant

ecclesiastic-al

Episcopal Church

Episcopal-ian-ism

Epistle to the Corinthians

Established Church

evangelical

everlasting life

Feast of Tabernacles

fellow-creature

fruits of the Spirit

glad tidings

goodness of God

gospel of peace

Greek Church

Heavenly Father

Holy Ghost

Holy Word

House of Israel

in Jesus Christ

in the presence of God

in the providence of God

in the sight of God

in the words of the text

Jewish dispensation

kingdom of Christ

kingdom of God

kingdom of heaven

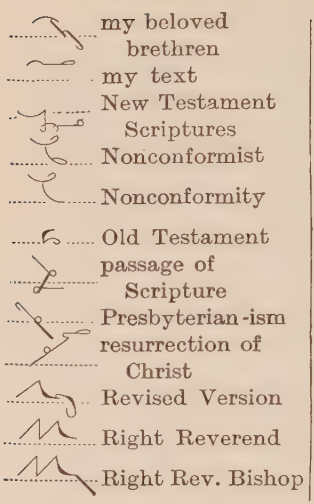
knowledge of Christ

Lord and Saviour Jesus Christ

Lord Jesus

Methodism

minister of the gospel



Exercise 146.

Humanity owes much to-the Church-of-Christ, in-which-the true children-of-God have-been animated by-the Holy-Spirit to Christian-faith and-practice, and to-the | advocacy of-the gospel-of-peace and-the-promotion of a love of-our fellow-creatures in every child-of-God. Though-the relations of Church-and-State in various | lands have-not-been always what could-be desired, yet in-the-providence-of-God the fruits-of-the-Spirit have-been revealed, so-that in-the-Church the knowledge-| of-Christ has increased, and-in-the-world in-the-providence-of-God there-has-been an extension of-the kingdom-of-Christ. The blessing of-the divine Head-of-| the-Church, and-the outpouring of-the Holy-Ghost, have-been often asked on foreign-missions and home-missions, as-well-as on Sunday-school work, and other methods in-| which Christian activity has manifested itself to-bring into-the kingdom-of-God the ignorant and indifferent, by taking to-them a knowledge-of-Christ and-of-the Holy-Word, | by bringing to-them the glad-tidings of-the

goodness-of-God and a knowledge of-the kingdom-of-heaven, and of-Him who-is at-the-right-hand-of-| God.

The minister-of-the-Gospel selected a passage in-the-word-of-God from-the Revised-Version, and-said that in-the-words-of-the-text, or in my-| text, taken from St.-Paul's-Epistle to-the Colossians, they-would-find authority for-his addressing-them not as my-beloved-brethren, my-brethren, or my-dear-friends, but as-| he proposed to-do in-the-sight-of-God, and feeling that-they-were in-the-presence-of-God, as faithful brethren in-Christ, accepting the Catholic-faith, looking to-| the-same Heavenly-Father, having-the-same trust in Almighty-God, and believing in an everlasting-God, world-without-end, the ruler over heaven-and-earth for-ever-and-ever. | (330)

Exercise 147.

Christianity as represented in-the-Christian-Church is-the religion of-the European race, the principal bodies engaged in-its maintenance or dissemination being-the Roman-Catholic-Church, the Greek-| Church, the various national Established-Churches, the Free-Churches, and many other organizations which find their faith and practice in-the New-Testament-Scriptures. There-are, at-the-same-time, | scattered among-the nations-of-the-earth, descendants of-the Children-of-Israel who obey the Mosaic-law, observe-the Sabbath-day, the Feast-of-Tabernacles, and-the Festival of-| the Passover, and-find spiritual guidance in-the Old-Testament.

Our-Lord-Jesus-Christ was born under-the Jewish-dispensation, and-with-his parents visited Jerusalem in-his twelfth year. | Here he-was found by Joseph and-his mother, the Virgin-Mary, among-the great-ones of-the House-of-Israel. John the Baptist bore testimony that-the Lord-Jesus-| Christ was-the Lamb-of-God, and at-the first call of-the disciples, testimony was-borne that-the Lord-Jesus was-the Son-of-God. At-the second call, | the first four in-the Apostolic College were chosen. Among-the-words of-the Lord-and-Saviour recorded in-the Gospels, the Lord's-Prayer is-the most widely known and | used; and-of our-Saviour's teaching, the Sermon-on-the-Mount is perhaps | most generally quoted. The institution of-the Lord's-Supper is recorded by three of-the Evangelists, and-| the-last discourses of-the Lord-and-Saviour-Jesus-Christ by St.-John. (253)

CHAPTER XXXIX.

DISTINGUISHING OUTLINES.

233. The fact that the English language contains very many words which have a similar consonantal structure was early recognized by the Inventor of Pitman's Shorthand, and provision was accordingly made in the system for the easy differentiation of these words by distinguishing outlines, so that the writer would have no difficulty either in the writing or in the transcription of these similarly constructed words. It is, indeed, mainly on account of this inherent power of readily distinguishing similar words that makes Pitman's Shorthand at once legible, and capable of being written with extreme rapidity.

234. In studying the list of distinguishing outlines, the student should seek to appreciate fully the reasons for the various forms and positions, and in this connection the following notes will be helpful as indicating the main lines upon which he should proceed :—

(*a*) The application of the ordinary rules of the system provides distinguishing outlines in the large majority of cases; thus, *sack*, *ask*;

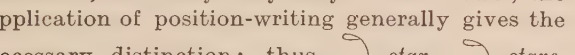
rose, *rosy*; *state*, *situate*;

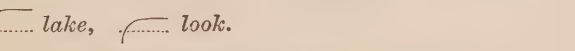
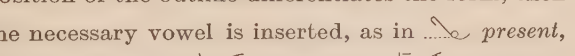
paste, *pasty*; *stray*, *astray*;

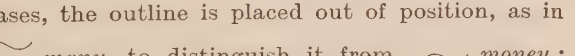
pence, *pennies*; *station*, *situation*;

hair, *hairy*; *long*, *along*;

while, awhile; weight, weighty; mead, meadow; inventor, inventory; crater, curator; Tartar, Tartary.

(*b*) When outlines have the same consonantal structure, and they vary only in the vowel, the application of position-writing generally gives the necessary distinction; thus, 
star, stare, steer; talk, take, took; lock, lake, look.

(*c*) If neither consonantal structure nor the position of the outline differentiates the form, then the necessary vowel is inserted, as in 
present, personate; valuable, voluble; amicable, amicably; or, in a few cases, the outline is placed out of position, as in 
many, to distinguish it from *money; sent*, from *send; most*, from *must.*

(*d*) Words of the same consonantal structure, but differing in accent, have distinguishing outlines, as in 
funereal, funeral; divers, diverse; property, propriety.

(*e*) In some pairs of words distinction is obtained by adopting an abbreviating principle in one

of the words, and by writing the other more fully; thus, *unavoidable,* *inevitable;*

secret, *sacred;* *regard,* *regret;*

endless, *needless;* *salutary.*

solitary; *laboured,* *elaborate.*

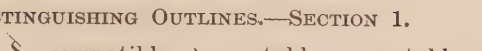
(*f*) When *t* or *d* is immediately preceded by a diphthong and a vowel, distinguishing outlines are secured by writing the stroke *t* or *d* respectively, as in *fiat,* *quiet,* *diadem,*

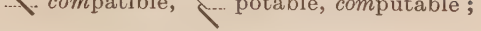
 fluctuate, *punctuate.*

235. In brief, therefore, the student will find from a careful study of the following lists that similar words are distinguished (1) by a difference of outline, (2) by a difference of position, (3) by the insertion of a distinguishing vowel.

Want of space forbids the inclusion of complete lists of distinguishing outlines, but the following lists will be found sufficient for the demands likely to be made on persons engaged in the ordinary work of a shorthand-writer. Those who desire to see a more complete list of distinguishing outlines are referred to the *Reporters' Assistant* in which they will find a very exhaustive treatment of the subject, and in which the less familiar words are tabulated in addition to the words which are in common use. *Vowels, and the prefix con-, com-, marked in italic in the following sections, should be inserted.*

DISTINGUISHING OUTLINES.—SECTION 1.

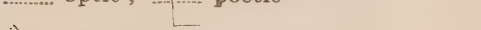
ptbl  *com*patible, potable, *com*putable; pitiable

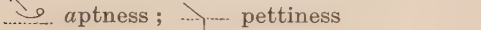
ptk  optic; poetic

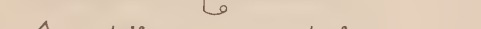
ptns *a*ptness; pettiness

ptrf petrify; putrefy

ptrfkshn petrifaction; putrefaction

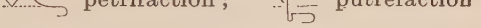
ptrn  patron; pattern

pkr  packer, pecker, picker; epicure

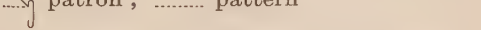
pstr  *com*positor, pastry; pasture, posture

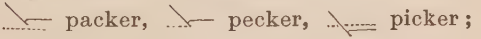
pshnt passionate; patient

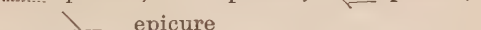
psshn opposition, possession, position

pnr  opener; pioneer; penury

pljr pledger; plagiary; pillager

plsd  placid; palsied, palisade, pellucid

plsmn  placeman; policeman

pr  poor, pure

prps porpoise, purpose; perhaps, propose

prpr proper ; prepare

prprt *a*ppropriate ; property ;

 propriety ; purport

prprshn appropriation ; preparation

prtk partake; operatic, portico

pr$^{t}_{d}$*kt* protect ; product, predict

pr$^{t}_{d}$*kshn* protection ; prediction

prtv comparative ; operative

prtn *o*pportune, pertain,

*a*ppertain

prtnd pertained, *a*ppertained, portend ;

pretend

prtr aperture ; portray ; porter ;

 operator ; parterre

Exercise 148.

[Introducing words in Section 1.]

It-is-not *compatible* with reason that-men should make themselves *pitiable* by indulgence in *potable* poisons, for-the-sake-of passing pleasure, yet the number who thus err is- | not *computable*. The results of-such a habit are deplorable. The *optic* nerve is weakened, and-the once *pellucid* eye is dimmed ; all *poetic* sensibility is deadened ; the face, formerly | *placid*, is wrinkled and worn ; the hand, which used to be strong enough to tear down a *palisade*, is-now *palsied* and nerveless ; there-is an *aptness* to exhibit *pettiness* | of temper, with *passionate* outbursts of anger, where *patient* forbearance had previously been-

the rule. The whole *pattern* of-life is changed when a man becomes a *patron* of-the | places where-the poison is retailed. All appetite for ordinary food is lost, and-the victim (*perhaps* a *packer* in a store, or a *compositor* on-the daily-press) becomes | a mere *pecker*, a kind of *epicure*, whose palate must-be tickled with *pastry*, whose very *posture* at table must-be studied, and for-whom no *pasture* could produce meat | of-sufficient tenderness. He-may, *perhaps*, become a *pledger*, a *plagiary*, or even-the *pillager* of a *porpoise* skin from-some *placeman* or *policeman*, for-the-*purpose*-of obtaining means | to purchase the poison he desires. True, he-may-*propose* to-return-the *property* upon an *appropriate* occasion, when-he-comes back to-the paths of-*propriety*, but his *preparation* | for-the *appropriation* of another's *property* would belie the *purport* of-his-words, and-none would believe him. It-is of *comparative* insignificance whether a man be an *operative* in | a factory, a *porter* on-the railway, an *operator* in a telegraph-office, the designer of a *parterre* in-the park, or of a beautiful *portico* in-the-city—he- | cannot *partake* of-the poisons referred to without danger. He-may-be the principal in an *operatic* company, or an artist able-to *portray* nature with-the utmost fidelity—indulgence | is equally dangerous for-him. It-is useless to-*pretend* that-the beginning of-the habit does-not *portend*-the end. It-is, as-it-were, an *aperture* that soon | expands, and-it-is frequently the *opener*, or *pioneer* of-the road that leads to *penury*. Worst of all, it-may *petrify*-the heart, and-there-will-be *petrifaction* where | there-should-be benefaction. Universal excess would undoubtedly destroy or *putrefy* society, and general *putrefaction* would end in total annihilation.

On-Thursday last we attended a lecture on Tariff-Reform | at-our local Conservative-Club. The chair was occupied by-our president, and our secretary, who-has-been in Germany recently, delivered a very interesting discourse. He-said this-is | a very *opportune* moment for-the study of-the-subject of-the-*products* of-our land, and how we-can *protect* our interests. People of-other lands are protecting-their | productions and-interests, and-it-is high time we gave closer-attention to-*protection*. Whether a man is a hop *picker* or is connected with all-that *pertains* or *appertains* | to-commerce it-is equally important, and-each should give-the-matter its *proper* place in-his politics and-*prepare* himself for-the electing of a local representative. (538)

DISTINGUISHING OUTLINES.—SECTION 2.

prch approach, preach; parch, porch, perch

prfr proffer; prefer; porphyry, periphery

prvd provide; pervade

prst poorest; purest; parasite, pursuit

prskt prosecute; persecute

prskshn prosecution; persecution

prsr presser, *o*ppresser; purser piercer; peruser; pursuer

prsn person, prison; parson, *com*parison, Parisian

prsnt present, person*a*te; pursuant

prsl parcel, parsley; parasol, perusal

prsh Prussia; perish, Persia

prshn Prussian, *o*ppression; portion, Persian, *a*pportion

prmnnt prominent, permanent, pre-eminent

prns appearance ; poorness ;
pureness

prnss princes ; princess

prnns pronounce ; pronouns ;
proneness

prls paralyze, perilous ;
 peerless, powerless ; pearls

btf beautify ; beatify

blsm blossom ; balsam

brb bribe ; barb

brbr briber ; bribery ;
Barbary

brk break, broke, brick, brook ;
bark, barrack

brkr breaker, broker ; barker

brth broth, breath ; breathe ;
 berth, birth

Exercise 149.

[Introducing words in Section 2.]

Any story may *preach* a lesson if-we *approach* its *perusal* properly, but we only *parch* up our minds if-we *perch* ourselves upon a high horse at what-may-be called-the *porch* or entrance to-the story, and-*prefer* to gallop through it without pausing to accept the lessons

which-the author may *proffer*. Thus-we miss the | beauty of-the *porphyry* while we measure the *periphery* of-the figure drawn upon-it. In-the *pursuit* of-recreation or knowledge we should *provide* ourselves with a plan and | should decline to allow the interest which-may *pervade* even-the *poorest* story to-draw us from-the *prosecution* of-our plan, which we should *prosecute* with-the ambition—the | *purest* of all ambitions—of-making ourselves better men-and-women. Whether it-be a story of *oppression* and *persecution* by a *Prussian* or a *Persian*, or an attempt by- | some-*person* to-*personate* or *persecute* a *Parisian parson* and cast him into *prison;* whether-the narrative be remarkable for excellence or *poorness;* whether a *portion* of-the scene be | laid in *Prussia* or in *Persia*—it matters not; we should-have-the object of-our reading ever *present*, and, as *pursuant* with-this object, we should *apportion* some-time | to a *comparison* of-the characters and-the *pureness* of-their motives of action. Otherwise, our reading is *perilous* and-we-may *paralyze* our good taste, if, indeed, it does- | not *perish* entirely. With-the object of self-improvement ever *prominent* in-his mind, the *peruser* of books becomes a *pursuer* of knowledge, and-the history of-the *oppressor* and | *piercer* of human hearts may thus be read with *permanent* and *pre-eminent* advantage. We *beatify* the hero who-would *brook* no *opposition;* who-would even *beautify* virtue; who refused the | *bribe* of-the-*briber* and despised his *bribery;* and-we condemn the villain from *Barbary*, whose heart was like a *brick* or a stone; who broke faith with-the *princess*, | and sold-the *princes* to-their enemies; who-would *break* his word as lightly as-he-would blow upon a cup of-*parsley broth;* who-regarded a promise as mere | *breath*, which died in-the-moment of-its *birth*. Whether he be a *broker* or a *parcel* carrier; whether he live in a *barrack* or a palace, the reader may | gather a *blossom* from every story, and obtain a *balsam* for-the wounds produced, it-may-be, by-the *barb* of jealousy. But he-must strip off-the outer *bark* | if-he-would find-the kernel; he-must open-the *parasol* if-he-would learn its construction. Not every *barker* is a good watcher, nor every talker a wise man. | There-is a *proneness* in-man to-*pronounce* his views on any matter in a somewhat dogmatic-manner, and-in-many-instances he-seems *powerless* to refrain from giving them, | so-that-he-may give-the *appearance* of possessing wisdom and learning.

DISTINGUISHING OUTLINES.—SECTION 3.

brl barley ; barrel, burial ; barely ; barilla

bndn$^{t}_{d}$ abundant ; abandoned

tshn Titian, *con*tusion ; tuition

tmpr$^{t}_{d}$ temperate ; tempered

tnshn tension, *a*ttention ; attenuation, *con*tinuation

tnnt tenant; *con*tinent, *con*tinuant

tnr tanner, tenor, tuner ; tenure

trtr traitor, treater ; Tartar ; torture ; Tartary, territory

tr$^{f}_{v}$*l* trifle ; travel ; trivial

trst *con*trast, traced, trust, truest

trshn contrition, *a*ttrition ; tertian, *con*tortion ; iteration

trr tarrier, terrier, terror ; tearer

dt date, debt, dut*y*, ditt*y* ; doubt

dtr daughter, *au*ditor, debtor; doubter; editor; dietary, *au*ditory, deter, detour

dtrmn $^{t}_{d}$ detriment; determined

d $^{f}_{v}$ *ns* *a*dvance, defence, deafness; diaphanous, defiance

d $^{f}_{v}$ *r* defray, differ; defer, devour; defier

dvrs divers, *a*dverse; divérse, divorce

dstn destine; destiny

dst $^{n}_{ng}$ *shun* destination; distinction

dskvr discover; discovery

dss disease, disuse (*v.*); disuse (*n.*); diocese, decease

dss $^{t}_{d}$ diseased; deceased; desist

dltr dilatory; idolatry; idolater, *a*dulator, dilator, diluter

drs $^{t}_{d}$ dressed, *a*ddressed; dearest

jnt$^{t}_{ts}$ giant ; agent ; giants ; giantess

jntil gentle, gently, gen*teel* ; Gentile

jntr genitor ; geniture

kptr captor ; capture

ktl actual ; actually, ac*u*tely

ktrs actors, actress ; cateress ; cauterize

kvlr caviller ; cavalier

ks$^{s}_{z}$*bl* accessible ; excisable

kstnshn extension ; extenuation

ks$^{t}_{d}$ cost, *c*ast ; caused

kskrt execrate ; excoriate

kskrshn excursion, execration ; excoriation

ksrss exercise ; exorcize

klps eclipse ; collapse

kltr clatter ; culture

Exercise 150.

[Introducing words in Section 3.]

Poor Brown, the *tenor* vocalist and piano *tuner*, who had-the *tenure* of-the shop in Long Avenue, died to-day. Last Wednesday week he-was passing with-his uncle, the *tanner*, between a sack of-*barley* and a *barrel* of *barilla*

outside a store, and cut his hand on a screw in-the *barrel*. The wound was *barely* visible at | first, and he thought it-would-be no *detriment* to-him, so he resisted every *advance* made by his friends that-he-should see Dr. Jackson, urging-the doctor's *deafness* | as a *defence*. The pain, however, broke down his *defiance*, and he *determined* to-wait no-longer. Meanwhile, a kind of *diaphanous* skin had formed, the flesh was *diseased*, and- | the doctor had to *excoriate* the wound. The pain of-the *excoriation caused* Brown to-make fearful *contortions*. It-appears-the friction or *attrition* of-his-glove had inflamed-the | wound and *caused* blood poisoning. He now expressed his *contrition*, with-much *iteration*, for-his neglect. The doctor did his best to arrest the *disease*, and Brown tried to use | the hand, but-the pain forced him to *desist*, and he-was obliged to *disuse*-the limb, which, from *disuse*, became quite powerless. A sort of *tertian* fever set in, | and-the poor fellow died to-day. The news of-his-*decease* has-been sent all-over-the *diocese*. Alas! who knows what fate may *destine* for-one? Who-can foretell | his-own *destiny*? But, at-least, we-know our *destination*, and should strive to-reach it. The *burial* takes-place on-Wednesday, and will-be attended by myself and my | *daughter*; the city *auditor*, who-was a *debtor* of-Brown's, and, by-the-by, a *doubter* of-his musical ability; the *editor* of-the local newspaper, a man whose *auditory* | senses are-not keen, and who-is obliged to-follow a *dietary* to *deter* the increase of-the-trouble; the leading *actress* and all-the *actors* from-the local theatre; | Mrs. Gray, the *cateress*, who wanted Brown to *cauterize* the wound which *caused* his death; and others of-the-most *diverse* opinions, holding *divers* views on all questions except the | merits of-Brown, and-having in-some-instances expressed *adverse* judgments upon each-other's work. But Brown was such a *gentle*, good fellow, with so *genteel* an air, and he | dealt so *gently* with-the failings of-others, that-he-was a favourite with all, Hebrew or *Gentile*, *Tar'ar* from *Tartary*, or Indian from-the native *territory*. He-was-no | *adulator* or *diluter* of-truth, but he distinguished between-the *idolater* and-his *idolatry*, and could-be kind to-the one while he-would *execrate* the other. His *execration* of | what-he thought *idolatry* would-not prevent his accompanying the *idolater* on an *excursion*, nor would the idle *clatter* of bigots in-any-way disturb a man of-his *culture*. |

DISTINGUISHING OUTLINES.—SECTION 4.

klk clock, cloak, click; colic, calico

klm climb, *ac*claim, claim; column, culm

klmt climate; calumet; calamity

klmnt culminate; calumniate

krprl corporal; corporeal

krt cart, court, create; carat, accurate, curate; charta; cruet

kr$^{r}_{tr}$ carter, crater, Creator; carrier, currier, curator, career; criteria; courtier, creature

krd accord, *con*cord, cared, *oc*curred, *con*curred; card, cord, chord, cured, curd, coward; carried, curried

krdns credence; accordance

krj courage; carriage

gdns goodness; guidance

grdn garden; guardian, Gordian, guerdon

gr$^{t}_{d}$*l* greatly; gradually, greedily

grv$^{t}_{d}$ grieved, *ag*grieved; aggravate

grnt grantee ; guarantee ; granite ; garnet

fktr factor ; factory

fvr $\overset{t}{d}$ favoured ; favourite

fskl physical ; fiscal

fnrl funereal ; funeral

fln fallen ; felon

flng falling, failing, felling, feeling, filling ; following

frtn fortune ; frighten ; fourteen

frthr further ; farther

frthst furthest ; farthest

frsh fresh ; afresh

frm farm, form, *con*form, firm, *a*ffirm, fo*r*um

frmr former ; farmer ; framer ; firmer

frm $\overset{rl}{m}$ formerly ; formal-ly, firmly

frnt front, *con*front ; affront

frns ferns, *con*ference ; fairness

frwrd forward ; froward

vdnt evident ; confident

vdns voidness, evidence ; confidence ; voidance, *a*voidance

vd *f* *dntl* *v* evidently ; confidently ; eventually

vstr vestry ; vesture, visitor

vlbl valuable, voluble ; available

vlshn viol*a*tion, volition, *con*volution, *e*volution ; *con*vulsion

vlns violence ; vileness

vrt avert ; overt, *con*vert ; virtue ; variety, verity

vrj average, *con*verge, verge

vrs *a*verse, *con*verse ; verse ; *a*vers

sprt support, suppur*a*te ; separate ; spirit

stt statue, state, stout ; situate, satiety ; estate, astute, ousted ; statute, *con*stitute, statuette

sttd stated ; situated

std stead, staid, stood, steed ; steady, study, *st*udio ; sighted, seated, suited

stshn station, *c*itation ; situation

Exercise 151.

[Introducing words in Section 4.]

At four *o'clock* the officer took his *cloak*, and-the *click* of-his revolver showed that-he expected *opposition* if-not a *calamity* on-the *climb* up-the hill before | his *column* could *claim* victory, or *acclaim* their triumph over-the *calico* dressed warriors on-the crest of-the eminence. *Accurate* preparations had-been made at a *conference* the night | before, so-that the attack might *accord* with-that made at-other points, and-it-was only after all was arranged that-he threw himself among-the *ferns* in-the | ammunition *cart* that served as a tent and thought he-might in *fairness court* a little sleep. In-*accordance*-with his orders he-was aroused at four by-the *corporal*, | who-was *guardian* over-the *garden* where-the *cart* stood, and he prepared for-his attempt to cut the *Gordian* knot which faced him, and for-which he hoped to- | receive promotion as a *guerdon*. The *climate* had told on-the troops. Food was scarce, and-the-men often chewed the *culm* from-the grass to-save-them from *colic*. | They hoped the coming fight would *culminate* in victory, and-that-they-might smoke the *calumet* of peace again. They-did-not *calumniate* their foes, whose *courage* was undoubted and | whose *carriage* was noble. Nor did they give *credence* to-the charges of *vileness* and *violence* made against the enemy. As *Corporal* Blake said, they-did-not mind *corporeal* foes, | and why should-they fear immaterial things ? It-was useless to-wear *funereal* faces even at-many a *funeral* ; they knew the *fortune* of-war, and why *frighten* themselves with | mere rumours ? He had gone through *fourteen*

engagements unharmed, and he *affirmed* his *firm* conviction that-this-would *form* no exception. His dream the night before seemed to *confirm* his | belief that-he-would yet retire to a *farm* and *conform* to-the civil law as-he had to-the military. He-might even be heard in-the national *forum*, | and who knew but what-he-might become a *factor* and-own a *factory*? In-no-way *forward* or *froward*, Blake was *favoured* by-the officers and a *favourite* of- | the men. He-was *steady*, fond of-*study*, and had a *spirit* that-would *support* him in-any *station* or *situation*. He read an order as-if-it-were a | *citation*. When Private Wood's wound began to *suppurate*, and-they-had to *separate* him from-the rest, it-was *staid* Blake who *stood* by-him and acted in-the *stead* | of a nurse. A man of *verity*, he showed his *virtue* in a *variety* of-ways, and-if-he-could-not *convert* a bad tempered man he-could always *avert* | his wrath. Keen *sighted* and a fine rider, he-was best *suited* when *seated* on-his *steed*, where he sat firm as a *granite* rock. He wore an eighteen *carat* | gold ring, set with a *garnet*, which, with a silver *cruet*, had-been given him by his cousin, a *curate*. Blake's opinions were-the *criteria* to-which-the men appealed. | They recognised in-him a *creature* above themselves. They-had heard him talk of *evolution*, personal *volition*, the attributes of-the *Creator*, and-the effects of a *violation* of-His | laws; of-the *convulsion* of-the *crater* of Vesuvius, and Magna Charta. He seemed to know-the duties of a *curator*, a *courtier*, and-even those of a *carter*. Such- | was *Corporal* Blake, the first to *climb* the hill, and, alas! the first to fall. The victory was won, but his *spirit* had fled ere-the *column* paused for rest. |

It-is to-the *fallen* hero and-not to-the *felon* that-we erect a *statue*, and-thus give *guidance* to all aspiring after *goodness*. Our *confidence* in-the value | of-this is *evident*, and many a *valuable* lesson is *available* from-the silent witnesses of-the inscriptions on monuments. We-are *confident* that-such *evidence* of-the past glory | of a life *constitutes* a *gradually* increasing asset as civilization advances and-is *greatly* superior to-the-praise of a *voluble* writer who-may-be the *grantee* of an *estate* | or a contributor to current periodicals on-the-*physical*-state of-the people or-the *fiscal*-policy of a nation. In Westminster Abbey and St.-Paul's Cathedral are erected various- | forms of monuments to-the memory of-the-good, and-the wise, and-the-brave. (735)

DISTINGUISHING OUTLINES.—SECTION 5.

str satire ; star, stare, steer ; starry, story ; stray ; Austria, astray ; astir, austere ; estuary ; oyster, Easter

strktr structure ; stricture

sdr$^{t}_{d}$ considerate ; considered

sklptr sculptor ; sculpture

skr$^{t}_{d}$ secret ; sacred

sst sayest, essayist, ceased, seized, *a*ssist ; consist ; society, siesta

sntr sanitary, sanato*ria*, century ; sentry ; centre, sen*a*tor

sltr solitary, conciliatory ; sultry ; psaltery, sal*u*tary ; solitaire

shr sure ; share, shore, sheer, shower, *a*ssure

shrtnd shortened ; shorthand

shrtns shortens ; shortness

mpshn$^{t}_{d}$ impassioned ; impatient

mgrshn emigration ; immigration

mn many, my *own*, money

mntn maintain ; mountain

mnstr monster, minster, minister ; ministry ; monastery

mrdr murder ; marauder

mrdrs murders ; murderess ; murderous

n nt ble noble ; notable

ndfnt indefinite ; undefined

ndls endless ; needless

njns ingenious ; ingenuous

nvd t bl unavoidable ; inevitable

nsstnt insistent ; inconsistent ; unsustained

nmnkltr nomenclator ; nomenclature

lbr t d laboured, liberate elaborate ; libretto

lbrshn liberation ; elaboration

lkl likely, luckily ; local ; alcohol ; alkali

l s swh r lesser, lessor ; elsewhere

lrnd learned (*v.*); learned (*adj.*)

rtsns righteousness, riot*ous*ness, reticence

rt $^{n}_{ng}$ rotten, retain, routine; writing; written

rgr $^{t}_{d}$ regret; regard

rsm resume; reassume

r $^{s}_{sh}$*rs* racers, resource; racehorse

rns $^{t}_{d}$ rinsed; rancid; earnest

rb $^{t}_{d}$ rabid, rabbit; rebate, rebut

rdkl radical; ridicule

rfr refer, refer*cc*; rougher, reefer

rf $^{}_{v}$*rs* refers, reverse; rovers, rivers; reveres, reviewers

rf $^{}_{v}$*rns* reference; reverence

rvl rival, revel; arrival; revile, reveal

rvlr reviler, revealer; rivalry, reveller

rvr revere, reviewer; reverie

wls Wales; Wells

hmn Hymen, human, humane

hlnd Holland, Highland; Holy Land

hr$_d^t$ hearty; hardy

hr$_d^t$l heartily; hardly

hrn horn, hereon; horny, hernia, herein; heron; heroine

Exercise 152.

[Introducing words in Section 5.]

Dear Walter,—I *sent*-you this morning a copy of-our *local* paper containing an *elaborate* but not *laboured* article on "*Society* in-the Twelfth *Century*." Please *send* it to Mr. Brown when you have read it. The *essayist*, who-is both *ingenious* and *ingenuous*, was *luckily* engaged by-the proprietors as *likely* to increase the circulation of-the paper, and-I *learned* yesterday that since his series of-*learned* articles commenced the circulation has trebled. It-is *inevitable* that some readers should express dissatisfaction with-the articles. That-is *unavoidable*. There-are-some who-would prefer an article on a favourite *racehorse*, or on-the great *racers* of-the past; or a life of-some *marauder* who-was hanged for *murder*, with a detailed list of-the *murders* he committed during his *murderous* career; and-if-the article dealt with a *murderess* such readers would enjoy it all-the more. But those-who *regard*-the newspaper as a *resource* which-will help them to-sound knowledge would *regret* the discontinuance of articles such-as-the one I-have-*sent*-you. The author appears to be an *austere*, *impatient* man, and certainly his style is occasionally quite *impassioned*; but-his manner is very *conciliatory*. He-is *astir* every morning at six, and, cold or *sultry*, he takes a *solitary* walk, like a *sentry*, down by-the *estuary*, which-has, he-says, a *salutary* effect

upon him and makes him enjoy | his *siesta* at noon. He-has travelled a good-deal in-the *Holy Land*, and would-not go *astray* in-any country in-the-world. He boasts the possession of | an ancient *psaltery*, given him by-some-friends in *Austria*, whom he visits every *Easter*. His duties on-the paper are somewhat *indefinite* and *undefined*, but they *consist* mainly of | contributing essays on history and literature, though he-is expected to *assist* the editor when required. He-is a very *considerate* man, and-his style is *considered* excellent. He-is | very *humane*, with strong *human* feelings, and-endeavours to advance in *righteousness* every-day. He-is remarkable for-his *reticence* and-his abhorrence of *riotousness* of-every kind. It-is | *my-own* opinion, and-the opinion of-*many* others, that-he-will make both *money* and-fame in-the-profession he-has chosen. I hear he-is to-take-up | the yoke of *Hymen* next-week. The lady is a Miss *Holland*, daughter of a *horny* handed son of toil, and he-met her during a *Highland* tour last summer. | She was, by-the-way, the *heroine* of quite a romantic adventure in a search for *herons'* eggs. But *herein* lies a story which I-will *resume* when I-see-| you. Suffice it to say that *hereon* rests the beginning of-the affection which-is to be finally cemented next-week. I-think-the finest thing in-the article I-| have-*sent*-you is-the description of-the departure of-the pilgrims for-the *Holy Land*. They all-wear the pilgrim's badge—a shell, not unlike-the shell of an | *oyster*—and-there-are representatives of-every-class. There-is-the old *minister* from some famed *minster*, anxious to-crown his *ministry* by a visit to-the holy places; and-| there too, it-may-be, is one who-has-been a veritable *monster*, but-is-now *earnest* in-his repentance and eager to *reassume* his position in-the-world, with-| his conscience freed, cleansed, or *rinsed*, as-it-were, from-the stains of-his past life. A *horn* is sounded, and-the pilgrims' ship passes slowly away past the *monastery*. | I commend-the whole article to-your *earnest* study, my-dear Walter, and-I-shall-be-glad to-*resume* the subject when I-see-you. Yours-very-truly,
PHILIP SHAW. | (630)

CHAPTER XL.

SIGNIFICANT MARKS AND SHORTHAND IN PRACTICE.

236. SIGNIFICANT MARKS.—In taking notes of a speech, the employment of certain significant marks will be found necessary or desirable, in order to facilitate the production of a correct verbatim transcript or a good condensed report, or to prevent misunderstanding. The use of these signs is described below :—

MISHEARINGS, ETC.—When a word has not been heard distinctly, and the shorthand writer is uncertain whether he has written the right one or not, a circle should be drawn round the character, or a cross (×) placed under it. When the note-taker has failed to hear a word, the omission should be indicated by a caret (.....^.....) placed *under* the line. Should a portion of a sentence be so lost, the same sign should be employed, and a space left blank corresponding to the amount omitted. Or the longhand letters *n h* (*not heard*) may be written.

ERRORS.—In cases where a reporter has failed to secure a correct note of a sentence, this may be indicated by an inclined oval, thus (*nought* or *nothing*). When it is noticed that the speaker has fallen into an error, the mark should be made on the margin of the note-book.

REFERENCE MARKS.—When verbatim notes of a speech are taken, but only a condensed report is required, a perpendicular stroke should be made

in the left-hand margin of the note-book to indicate an important sentence or passage which it is desirable to incorporate in the summary. The end of a speech or the completion of a portion of a discourse may be indicated by two strokes, thus //

When the reporter suspends note-taking, but the speaker proceeds, the words *continued speaking* may be written.

QUOTATIONS, ETC.—Quotations from well-known sources, such as the Bible or Shakspeare, familiar to the reporter, need not be written fully if time presses. It will suffice to write the commencing and concluding words with quotation marks and a long dash between, thus "*The quality of mercy* ——— *seasons justice.*" A long dash may be used to denote the repetition of certain words by a speaker, instead of writing them each time, as in the familiar passage, "*Whatsoever things are true,* ——— *honest,* ——— *just,*" etc.

EXAMINATION OF WITNESSES.—In reporting the examination of witnesses in questions and answers, the name of each witness should be written in longhand. The name of the examiner may be written in shorthand before the first question. If the judge, or other person, intervenes with questions during the examination, his name must be written before the first question; it need not be repeated, but care must be taken to write the name of the original examiner when he resumes his questions. Various methods may be employed for dividing questions from answers, and the answer from the succeeding question, but, whatever plan is employed, it should be one which is absolutely distinctive. When a document is put

in, write *document* between large parentheses, thus When a document is put in and read, write

APPLAUSE, DISSENT, ETC.—The following words, descriptive of the approbation or dissent of an audience, should be enclosed between large parentheses :— *hear*, *hear, hear,* *no,* *no, no,* *sensation,* *applause,* *chair,* *cheers,* *laughter,* *uproar,* *hisses.* The adjective, or adjectives, descriptive of the kind of applause must be written after the first word. For example, what would be described as *loud and continued applause* would be written in reporting, for the note-taker would not know that the applause was continued till it had lasted for some time.

237. SHORTHAND IN PRACTICE.—As the art of shorthand is generally acquired for use in some special occupation, various books have been prepared by the publishers of the present work with a view to furnishing assistance to the phonographer when entering on a particular course of practical employment. Shorthand is largely used in the commercial, the railway, and the lawyer's office ; it is indispensable to the majority of journalists, and a *sine quâ non* in the office of the professional shorthand writer. For appointments as secretaries to politicians, military men, scientists, authors, and others, shorthand ability is usually

expected, and many similar fields of labour, in which the art is in daily employment, might be mentioned. Skill in the kindred art of typewriting is also very generally required in connection with the occupations mentioned above ; this is, indeed, now so generally recognized, that it is unnecessary to do more than allude to it here.

238. In most offices the shorthand writer will find some reference books. But he will soon discover that it is needful to have on his own bookshelf or in his desk certain books of reference for his own use. The most indispensable work is undoubtedly a good English Dictionary. Next in importance, if his work is of a literary character, will be a guide to all proper names in biography, geography, mythology, etc. For the shorthand writer's purpose, " The Century Cyclopedia of Names " will prove more serviceable than an encyclopædia. In place of this comprehensive work, a good biographical dictionary and a gazetteer will be found useful.

239. It may not be out of place to observe that the more thoroughly equipped the shorthand writer is in the matter of general knowledge the more accurate and reliable will his shorthand work prove to be. If, in addition to the necessary dexterity in the writing of shorthand, he possesses a good knowledge of business and other matters, it is obvious that his work will be performed with much greater ease and satisfaction to himself and to his employers. There are numerous books on almost every conceivable subject now published at moderate prices, and the shorthand-writer should have no difficulty in obtaining suitable books for the purpose of increasing his knowledge in any direction desired.

Outlines for the Names of the Chief Cities and Towns of the Empire.

GRAMMALOGUES.

240. With the exception of *ah! eh? O, Oh! ay, aye, Scripture, ye, shalt,* which have not been given because of their infrequency in general matter, the grammalogues on the following pages have been introduced in the preceding exercises. The student should now memorize the signs for the above nine grammalogues.

241. A distinctive feature of a logogram is that it consists of one stroke-sign, normal length, half-length, or double-length, with or without an initial or a final attachment.

242. Logograms are divided into two classes: Regular and Irregular. A regular logogram represents all the consonants of a grammalogue, and is written above, on, or through the line, according to the vowel, or, if more than one, the accented vowel, in a word; thus, *at,* *out,* *by,* *above,* *my,* are termed regular logograms. Irregular logograms, which may or may not represent all the consonants in a grammalogue, are arranged in the following classes:—

(*a*) Those which are contracted, but written in the correct position, as *advantage,* *several,* *whether,* *thank,* *strength;*

(*b*) Those which are not in strict accordance with text-book rules, as *therefore,* *rather,* *are,* *great;*

(*c*) Those of frequent occurrence written on the line, irrespective of the vowel or accented vowel, as *be,* *it,* *do,* *was,* *deliver;* and

(*d*) Those written out of their proper position in order to avoid possible clashing with some others, as *me,* *over,* *truth,* *much,* *more.*

GRAMMALOGUES.

Arranged alphabetically for reference.

or an
ble
bove
ccord-ing
dvantage
go
h !
l
nd
ny
pply-ied
pprove-d
re
s
ught
we
y (yes)
ye
alance
alanced
alances
e
ecause
een
ehalf
elief-ve-d
eyond
uild-ing
ut
uy
y, bye
all

called
can
cannot
care
cared
cart
chair
chaired
cheer
cheered
child
children
Christian-ity
circumstance
circumstan-ces
cold
come
constitution al-ly
could
dear
deliver-ed-y
deliverance
difference-t
difficult
do
doctor, Dr.
done
down
during
each
eh ?

equal-ly
equalled
ever-y
evil
eye
first
for
from
general-ly
generaliza-tion
generation
gentleman
gentlemen
give-n
go
gold
great
greatest
guard
had
half
hand
happen
happened
happy
has
have
he
heaven
high
him
himself

his
holy
hour
house
how
however
I
if [ant
importance-
impossible
improve-d-ment
improves-ments
in
influence
influenced
information
initial-ly-ed
inscribe-d
inscription
instruction
instructive
is
it
itself
journal
justification
know
language
large
largely
larger
liberty
Lord
may
me
meeting
member
mere
met
more
most
Mr.
much
must
my
myself
near
next
no
nor
northern
not
number-ed
O! oh!
of
often
on
one
opinion
opportunity
or
other
ought
our
ourselves
out
over
owe
owing
own
particular
people
phonography
pleasure
principal-ly
principle
put
quite
rather
religion
religious
remark-ed
remember-ed
satisfaction
Saviour
saw
school
schooled
Scripture
sea
see
selfish-ness
sent
several
shall, shalt
short
should
significance
significant
signification
signify-ied
so
somewhat
southern
speak
special-ly

spirit		though		what	
strength		threw		when	
subject-ed		through		whether	
subjection		thus		which	
subjective		thyself		while	
suggest-ed		till		whither	
suggestion		to		who	
suggestive		to be		whose	
sure		told		why	
surprise		too		will	
surprised		towards		wish	
tell		trade		with	
thank-ed		tried		within	
that		true		without	
the		truth		wonderful-ly	
their		try		word	
them		two		would	
themselves		under		writer	
there		up		yard	
therefore		upon		ye	
these		us		year	
they		usual-ly		yes	
thing		valuation		you	
think		very		young	
third		was		your	
this		way		youth	
those		we		youths	

Arranged phonetically.

VOWELS.

DOTS. a, an, . the, ah! . aye, eh?

DASHES. of, on, and, all,

O, oh! owe, he, awe, ought, [aught,
to, but, should,
two, too, who.

DIPHTHONGS.

I, eye, ay (yes), how,

with, when, what, would,

beyond, you, why.

Arranged phonetically.

CONSONANTS.

1 happy, 2 up, 3 put
1 happen, 2 upon
1 happened
1 apply, 3 people
1 applied
3 principle, principal-ly
1 particular, 2 opportunity
1 approve
1 approved
1 surprise
1 surprised

1 by, buy, bye, 2 be, 3 to be
2 subject-ed
2 subjective
2 subjection
1 behalf, 2 above
2 been
2 able, 3 belief, believe-d
1 balance
1 balances
1 balanced
2 build-ing
1 liberty, 2 member, remember-ed, 3 number-ed

1 at, 2 it, 3 out
3 itself
2 tell, 3 till
2 told
1 try, 2 truth, 3 true
1 tried, 2 trade, 2 towards

1 had, 2 do, 3 different-ence
1 advantage, 3 difficult
2 done, 3 down
2 deliver-ed-y
2 deliverance
1 Dr, 2 dear, 3 during

1 much, 2 which 3 each
1 child
3 children
2 chair, 3 cheer
1 chaired, 2 cheered

1 large
2 suggest-ed
2 suggestion
2 suggestive
3 religious
2 justification
2 general-ly, 3 religion
2 generalization
1 gentleman, 2 gentlemen
1 largely
1 larger, 2 journal
2 generation

1 can, 2 come
1 quite, 2 could
1 because
1 cannot
1 call, 2 equal-ly
1 called, 2 cold, equalled
1 Christian, Christianity, 2 care
1 accord-ing, cart, 2 cared

1 go, ago, 2 give-n
2 gold
1 guard, 2 great
2 greatest

1 half, 2 if
1 often, 2 Phonography
2 for
2 from

2 have
2 heaven
1 over, 2 ever-y, 3 however
2 very
1 valuation, 3 evil

1 thank-ed, 2 think, 3 youth
3 through, threw
2 third

1 though, 2 them, they
1 that, 2 without
1 those, thyself, 2 this. 3 thus, these, youths
2 themselves
3 within
2 southern
2 other
2 there, their
3 therefore

1 has, as, 2 his, is
1 saw, 2 so, us, 3 see, sea
2 first
2 special-ly, 3 speak
2 spirit
2 satisfaction
2 circumstance
2 circumstances
2 strength
2 instruction
2 instructive
1 Scripture
2 secret
2 school
2 schooled
1 inscribe-d
1 inscription
1 signify-ied-ficant
1 significance
1 signification
2 several, Saviour
1 sent
2 somewhat

2 was, 3 whose

2 shall, shalt, 3 wish
2 selfish-ness
2 initial-ly-ed
3 sure
1 short

2 usual-ly
2 pleasure

1 me, my, 2 him, may
1 met, 2 meeting
1 myself, 2 himself
1 most, 2 must
1 important-ance, 2 improve-ed-ment
1 impossible, 2 improvements
1 more, remark-ed, 2 Mr. mere

1 in, any, 2 no, know, 3 own
1 influence
1 influenced, 2 next
1 not
1 hand, 2 under
1 information
2 opinion
1 nor, 2 near
1 northern

1 language, owing, 2 thing, 3 young

2 Lord

2 are, 3 our, hour
3 ourselves
1 rather, writer
1 or, 2 your, 3 year
1 yard, 2 word

2 we, way
2 one
2 wonderful-ly
2 will

2 whether, 3 whither
1 while

2 yes

1 high
2 holy
2 house

Contractions.

Arranged alphabetically for reference.

Note.—This list contains some contractions given in the "Representative Words and Phrases," pp. 261–286.

abandonment
abstraction
abstractive
acknowledge
acknowledged
acknowledgment
administrate
administration
administrative
administrator
administratrix
advertise-d-ment
agriculture-al
altogether
amalgamate
amalgamation
antagonist-ic-
anything [ism
applicable-ility
appointment
arbitrament
arbitrary
arbitrate
arbitration
arbitrator
archbishop
architect-ure-al
aristocracy-atic
assignment
astonish-ed-ment
atonement
attainment
auspicious
bankruptcy

baptize-d-st-ism
benevolent-ce
benignant-ity
bondservant
bondsman
cabinet
Calvinism
capable
captain
catholic
certificate
character
characteristic
circumstantial
commercial
contentment
contingency
controversy-ial
covenant [tion
cross-examina-
cross-examine-d
danger
dangerous
defective
deficient-cy
degeneration
delinquency
delinquent
democracy-atic
demonstrate
demonstration
denomination-al
denominational-ism

depreciate-d
depreciatory
description
destruction
destructive
destructively
dethronement
difficulty
dignify-ied-ty
dilapidate-d-ion
disappointment
discharge-d
disinterested-ness
displeasure
disproportion-ed
disproportionate
disrespect
disrespectful
dissimilar
distinguish-ed
doctrine
ecclesiastic-al
efficient-cy
electric
electrical
electricity
emergency
England
English
Englishman
enlarge
enlarged
enlargement
enlarger
enlightenment

entertainment
enthusiastic-iasm
Episcopal-ian-ism
especial
esquire
establish-ed-ment
evangelical
everything
exchange-d
executive
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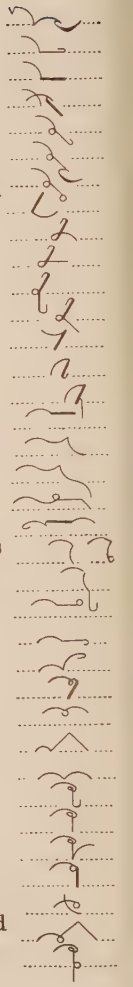

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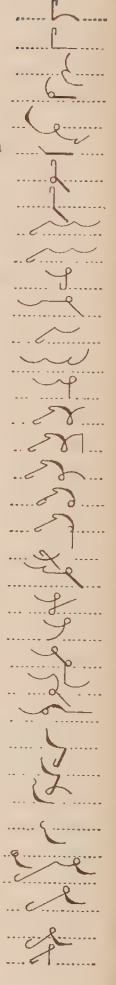

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